

Charles Garcia

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Any Town
New York, 99999
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OBJECTIVE

I am seeking employment in which I can apply my vast experience. I seek an employer that will allow me to grow and learn with the company as I continue to increase my skills.

QUALIFICATION SUMMARY

Highly motivated and driven person with experience in Construction Estimation. I am proficient in the use of computers, including the use of software such as Microsoft Office. I have written correspondence and reports, interpreted specifications and contracts, and I have written proposals and made presentations.

EXPERIENCE DETAILS

Construction 10 yrs.

- Residential, Commercial, and Light Industrial Electrical Installation and Service.
 - Electrical Service Assistant Manager.
 - Electrical Estimator.
 - Small Project Management
 - Teach Apprentice Electricians.
 - Some General Estimating.
 - Painting.
 - Minor Carpentry.
 - Minor Plumbing.
 - Some Fabrication and Repair.
 - Money Handling.
 - Invoicing.
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EMPLOYMENT HISTORY

Construction Estimator, ABC Inc. Any Town, NY 3/2009-2/2010

- Attend Pre-Bids for projects.
- Review plans, specifications, and RFP's preparatory to bidding projects.
- Establish sub-contractor relationships targeting current and future projects.
- Solicit sub-contractors and review sub-contractor bids for required materials and services.
- Perform quantity take-offs using Takeoff software.
- Prepare construction cost estimates for client review.
- Hard bid public and private commercial projects ranging.
- Negotiate project costs and timetables.
- Perform subcontractor buy-outs.
- Prepare scope sheets for sub-contracts.

Construction Estimator / Project Engineer, XYZ Corp. Any Town, NY 1/2008-2/2009

- Prepared cost estimates with line item breakdown for conceptual, improvement, and competitive bids.
- Reviewed drawings and specifications to determine scope of work by creating in-house quantity takeoffs.
- Conducted pre-bid job walks and coordinated with subcontractors to prepare scope checklists.
- Obtained and analyzed subcontractors' scope sheets and bids and reviewed alongside in-house estimates.
- Managed bid cost spreadsheets for competitive lump sum bids to review scopes and proposals.
- Managed master bid spreadsheet on critical day of bid submission to meet deadline.
- Evaluated bids by creating scope checklists to determine best price and scope among particular trades.
- Created and maintained project files and documents for estimate figures in historical cost database.
- Followed through with construction management projects to continue development process from conceptual to the construction process.

Estimator, BCD Inc. Any Town, NY 2/2007-11/2007

- Detailed take off's of plans and specifications.
- Started projects: scheduling, buyout, applying for permits, lining up subcontractors.
- Communicated with subcontractors throughout the bidding process.
- Expanding of the subcontractor base.
- Wrote proposals, Bid Sheets, budgets, and Assumptions and Clarifications.
- Negotiated with clients to suit their building needs.
- Expanded and developed new clients.
- Experienced with healthcare construction.

EDUCATION

Johns Hopkins University, Graduated College Prep. 1993

University of Washington, Seattle, GA Marketing Management 2007.