

Professional Profile

A Construction Cost Estimator with remarkable experience in construction estimating for commercial, federal and governmental projects. Able to work on own initiative and as part of a team. Proven leadership skills involving managing, developing and motivating teams to achieve their objectives. With a wide knowledge of construction principles, techniques, materials, and cost estimation fundamental. Dedicated to maintaining high quality standards.

Professional Experience

Ortiz Group Engineering & Construction Services Corporation, Toa Alta, Puerto Rico

June 2005 to present

Construction Cost Estimator / Submittals Technician / On-Charge purchase orders

Responsibilities:

- To prepare all estimates related works of the company.
- Submittals preparation and revision, progress and prices schedules.
- To attend all Pre-Bids meetings.
- Coordination of daily activities and purchase of materials.
- Shop drawings design and preparation.
- Production reports preparations and subcontractors activities coordination and supervision
- Evaluate and Negotiate subcontractor and vendor bids.
- Developed cost analysis and determined cost effectiveness for construction projects.
- Monitored cost trends to assist management in cost reduction and process improvement.
- Supervise the following federal projects performed by Ortiz Group.
Projects are shown in chronological order:

Project	Cost	Year	No. Employees	Owner	Contact	Phone
Mold Remediation and Reconstruction at USDA Plant Inspection Service in Carolina	\$ 265,819.50	2012		USDA	Mr. Michael Bechtel	919-855-7323
Alterations to U.S. Probation Office	\$ 161,190.40	2012		GSA	Mrs. Belkys Torres	787-766-5729

GFM Roofing, Isla Verde, Puerto Rico

October 2004 to May 2005

Estimator / Installer

Responsibilities:

- To prepare all estimates related works of the company.
- Coordination of daily activities and purchase of materials.
- Monitored cost trends to assist management in cost reduction and process improvement.
- Ensured that projects are completed on time and under budget.

Supermercados Amigo

January 2002 to 2004

Bagger / Cashier

Responsibilities:

- Handling all cash and credit card transactions in department store environment
- Dealt with a diverse customer population.
- Responsible for maintaining the area clean and orderly.
- Responsible for solving customer's complaints.

Technical Trainings and Skills

• **Trainings:**

- **Quest Estimator Software Training**, conducted by Quest Solutions Inc.
- **“Estimados y Costos de Construcción”**, conducted by Design Technology Training Center
- **PC Software:** AutoCad, Microsoft Office, Quest Estimator, On-Screen Takeoff software and others.
- **Construction safety & Health (OSHA)**, conducted by Edgar Gonzalez
- **English Language Course**, conducted by **Berlitz**
- **Seminario Sistema DRYVIT**, conducted by Pete Fernandez from DRYVIT Systems

• **Skills:**

- Ability to work under pressure.
- Ability to read and understand drawings & specification.
- Effective time management, organizational and interpersonal skills.
- Excellent Written and verbal communication skills.
- An oriented problem solver able to meet deadlines and produce under pressure.

Education

Polytechnic University of Puerto Rico, San Juan – Civil Engineering
3rd. year student

References

References are available upon request
