

Richard Davies

9999 Molly Court, Santa Rosa, CA 95403
999-999-9999 / 999-999-9998 (C) / RDAVIES@gmail.com

Construction Estimator / Project Coordinator

Construction professional with 23+ years experience estimating, scheduling and coordinating residential, commercial and mixed-use projects. Proven ability to administer project scopes and develop competitive bids. Motivated self-starter, with outstanding communications, interpersonal and negotiation skills.

Strengths

- * Ability to read and analyze blueprints and drawings in detail
- * Experience coordinating all construction phases and work flow to meet deadlines
- * Fosters subcontractor relationships by adapting to different personality styles
- * RFI and change order development
- * Strategic estimating and expertise in estimating software (Word, Excel, etc)
- * Experience with proposal narratives, phasing plans and clarifications
- * Administers project scopes and assists with negotiating and writing contracts
- * Construction crew supervision/scheduling

“Richard was a great asset to our company (and) was always willing to put in the time and energy to get the job done right..I would recommend him for any opportunity.”

- Greg Gibbs, Santa Rosa Branch Mgr., DHC Supplies, Inc. -

Experience

2008 – Present, **Senior Estimator/Project Manager**, T C Steel Petaluma, CA
Coordinates all phases of projects for steel construction company specializing in window washing equipment, ornamental/miscellaneous/architecturally exposed metals, and structural steel

- Creates and submits bids on government, commercial and mixed use projects valued up to \$6M for variety of public and private firms
- Reviews contracts to estimate timelines and determine materials/labor needed
- Negotiates pricing on labor and materials to maximize profitability
- Takes field measurements to help draftsmen create project drawings (concrete, architectural, structural, landscaping, mechanical, etc.)
- Analyzes drawings and orders RFIs from draftsmen to clarify specs as needed
- Walks fabricators through drawings to ensure they fully comprehend all project specs, and creates project sketches to further this understanding as necessary
- Oversees fabrication process to ensure work done correctly
- Maintains relationships with vendors and other parties developed during career
- Trains estimators and plays key role in interviewing and hiring process

1997 – 2008, **Inside Sales/Estimator**, DHC Supplies, Inc. Santa Rosa, CA
Developed loyal customer base of commercial construction professionals for construction supply company's Santa Rosa store by offering attentive one-on-one customer service

- Ensured all customers were getting proper materials and tools for their jobs by providing individual consultations as needed, resulting in becoming the store's "go-to" salesperson
 - Many customers would not place orders with other DHC staff because they wanted these individualized consults
- Checked daily reorder reports and purchased materials from vendors
- Provided front counter support as needed

1995 – 1997, **Inside Sales/Estimator**, Contractors Warehouse Long Beach, CA
Provided direction to customer base on needed materials and cost estimates for store primarily serving home improvement industry

- Promoted from counter sales in 3 months for providing exemplary customer service

1993 – 1995, **Journeyman Carpenter/Crew Chief**, H.D. Construction Corona, CA
Supervised 3-man crews that renovated homes and business structures for Southern California construction company and ensured all work done on time/within budget

- Interviewed, hired, trained and fired workers as needed

1977 – 1993, **Journeyman/Foreman Carpenter**, Beven-Herron, Inc. La Mirada, CA
Constructed and supervised the construction of commercial panelized roof systems for company in the construction services and roofing business

- Began as apprentice and achieved journeyman status within 5 years
- Gained expertise in use of wide variety of hand tools, power tools and heavy construction equipment
- Oversaw and scheduled work crews of up to 35 carpenters and other tradesmen
- Hired, trained and fired crew members as needed

Education and Training

Graduate, South Gate High School South Gate, CA

300 Hours Management Training, Career Management Institute Orange, CA

- Developed interpersonal skills for cultivating and maintaining professional relationships and learned how to manage work crews in the construction industry

Forklift Training, Engineering Contractors Association Santa Rosa, CA

- Learned how to train and certify forklift drivers

Hardware Workshops, Simpson Training Center Stockton, CA

- Sent by DHC to heighten hardware-selling skills

Auto-Cad Training, Santa Rosa Junior College Santa Rosa, CA

- Took training on own initiative to stay abreast of drafting software