

Kate Dyson

CONSTRUCTION ESTIMATOR

570.267.8101



k8mdyson@gmail.com



357 Historic Old Hwy 441
Clarkesville, GA 30523



Education

Lackawanna Trail Jr./Sr. High School
Factoryville, Pennsylvania
Class of 2003

Core Competencies

Collaboration Skills

Communication Proficiency

Ethical Conduct

Thoroughness

Time Management

Technology Integration

References

RANDY HANN

Owner

Contract Exteriors

843.457.7746

Randy.hann@contractexteriors.com

MATT WHITLEY

Estimating Manager

Contract Exteriors

910.280.5072

Mwhitley@contractexteriors.com

NICHOLAS PIMENTEL

New Construction Estimator

Contract Exteriors

843.357-9234 ext. 110

Nicholaspimentel21@gmail.com

Professional Profile

Dependable, team-oriented professional with 3+ years' progressive experience in residential construction is seeking an opportunity as a construction estimator in order to continue building on the foundation of accurately identifying labor, material, and time requirements by studying proposals, specifications, and construction plans in order to generate winning estimates.

Knowledge, Skills and Abilities

- Advanced proficiency with Microsoft Office, UDA Construction Suite, Autodesk Design Review, Smart Sheets, Google, and eTakeoff.
- Extensive knowledge of James Hardie Products, GAF Roofing, and decking solutions.
- Thorough understanding of construction principles and custom built homes.
- Natural aptitude with mathematics, engineering and technology, English language, building and construction, computers, and electronics knowledge.
- Wide skill set including mathematics, critical thinking, reading comprehension, active listening, judgement, and decision making.

Experience

Contract Exteriors

May 2014 – Present

New Construction Estimator

Prepare and coordinate full estimates for New Construction and R&R projects from builder and homeowner documents in order to provide a complete analyzed, conceptual, and total bid price. Create material orders for suppliers and labor purchase orders for crews.

- Review construction documents in order to understand the scope of work to bid.
- Execute take-offs on construction documents.
- Input take-offs into a computer spreadsheets.
- Obtain pricing for materials and bids from subcontractors.
- Prepare cost analysis in computer by recapitulating material, labor, equipment, subcontractor, and overhead costs incurred in the installation of items.
- Develop and maintain resource information on products, vendors, subcontractors, government requirements, etc.
- Attend departmental, company, and customer meetings.
- Provided an employee sales person referral who helped build the company growth 100% over three years.

Office Assistant

Created proposals for remodel and new construction jobs, entered all purchase orders and work orders into QuickBooks for Charleston.

- Received additional responsibilities of managing orders and labor purchase orders.
- Promoted to New Construction Estimator.