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To establish long term employment with a casework/millwork company in project estimating, project management position

where my skills, professional work ethics and extensive trade experience will be best utilized.

Work Experience

Millwork Estimator

Self Employed

April 2015 to Present

-Outsourced Estimating

- Takeoff all Casework/Millwork items, by room and elevation, section details as noted per plan set.
- Documents submitted to client; pdf format, pdf bid binder.
- National Coverage

Project Estimator/Project Manager

Hub Custom Woodworks, Broward County

2014 to 2015

- Established estimating protocol for company
- Blueprint and client drawing takeoffs
- Materials procurement and negotiations

Project Estimator-blueprint takeoffs

Self Employed

2012 to 2014

client drawings

- Estimates are according to client's parameters for material cost, labor, finish, delivery/installations and SGA costs.
- Documents submitted to client; pdf-schedule of values, proposal and bid binder with takeoff markings.
- Estimates based on CNC work and values for commercial work; manual labor and/or CNC work for residential or custom work.

Project Manager-administration of projects

J.A.G. Construction/Millworks Unlimited Plus, Inc-Delray Beach, FL

2008 to 2012

Delray Beach, Florida.

- Commercial and residential projects; including production line type casework and custom commercial work.
- Established complete company database systems including all forms, estimating/sales protocols and guidelines and bid proposal document preparation.
- Takeoff all Casework/Millwork items, by room and elevation, section details as noted per plan set.
- Creation of RFI to client/general contractors and RFQ to vendors as needed per estimate.

- Project Manager-administration of projects; from estimating to final walk-through.
- Materials procurement/ordering, project scheduling.
- Subcontracted engineering, labor, finish, installations on an as needed basis.
- Extensive customer/client relations.

New River Cabinet & Fixture-Fort Lauderdale, FL
2007 to 2008

- Architectural blueprint take offs.
- Estimating program spreadsheet entries.
- Bid proposal document preparation.
- Extensive customer/client relations.

Estimator

Architectural Woodworks and Cabinetry-Riviera Beach, FL
2005 to 2007

Prepare takeoffs, data entry into spreadsheet/estimating program.

- Composed bid documents.
- Organized estimate database records.
- Implemented company estimating protocol.
- Streamlined data entry and document compatibility.

sales, design, manufacture and installations

Self Employed
1999 to 2005

Home repairs and remodeling: Interior wall structure, furring, drywall, plaster wall repairs, basic stucco work,

insulation, a/c duct work, basic plumbing and basic electrical. Roofing tile replacement. Lightweight window

installations, entry, solid and hollow core door installations.

- Floor treatment: vinyl, congoleum, ceramic tile, wood flooring installations.
- Baseboard, crown molding and miscellaneous moldings installation.
- Interior and exterior painting in custom finishes.

Custom furniture builder, lead installer/builder, shop foreman

Cabinetry Plus/Mc Ginnis and Gallagher-Boynton Beach, FL
1992 to 1999

Machinery and equipment set-up and operations.

- Materials ordering and delivery scheduling.
- Restructured procedures and shop layout to optimize production flow.

Shop foreman, lead builder, production manager

Glenco Furniture Systems/Kingsbridge Furniture Ltd
1984 to 1992

Project estimator and manager.

- Cabinet/furniture design, materials procurement.
- Production and delivery scheduling.

Production kitchen cabinet builder and installations for company's projects

Burg & DiVosta Companies-Palm Beach Gardens, FL

1981 to 1984

Palm Beach Gardens, Florida.

- Production kitchen cabinet builder and installations for company's projects.

Kitchen cabinet design, sales

Tropical Cabinets-West Palm Beach, FL

1978 to 1981

Manufacture, materials ordering and installations.

- Customer/client relations.

COMMUNICATIONAL, INTERPERSONAL AND COMPUTER SKILLS:

- On-site installation take-off evaluation and documentation, coordination between contractor and cabinet shop experience.
- Complete interpretation of commercial and residential blueprints.
- Materials ordering-procurement on a per job or long-term stock basis. Inventory control of materials, maintenance and repair of hand power tools and wood working equipment setup.
- Extensive experience in quality control of products for previous employers.
- Excellent cabinetry/furniture/millwork value-engineering skills; templates, layouts, troubleshooting.
- Professional and self motivated in all tasks.
- Excellent time management, organizational and troubleshooting skills.
- Loyal to company; complete ability to interact with other employees well, team player.
- Proficient with Windows 7 Professional, Microsoft office 2010, Adobe Acrobat Pro XI

Education

Palm Beach Community College - Lake Worth, FL

1999

Certificate of Computer Literacy in Computer Literacy

Adult Education Center

1995

BUSINESS

Twin Lakes High School

1979

Skills

- Woodworking
- Furniture Design
- Construction
- Carpentry
- Remodeling
- Adobe Acrobat

- Manufacturing
- Pricing
- Blueprint Reading