

# NAME HERE

## Senior Project Management Professional

500 w university Dr. • Shawnee, OK 74804 • 4055855262 • email.email@okbu.edu

### PROFILE

**Cost Estimator and Project Manager with over 20 years of experience across multiple areas of manufacturing and engineering.** Have managed the preparation of over \$8b in estimates over the duration of career, while helping organizations identify meaningful value in potential new ventures. A dependable employee with a reputation for fostering close relationships with employers, contractors, and clients in order to deliver sound analysis and estimates.

- Project Management
- Business Development
- Cost Analysis
- Negotiation
- Engineering
- Regulatory Compliance

### PROFESSIONAL EXPERIENCE

**APG Technology** Houston, TX 2010 to Present  
*Senior Project Manager*

Firm which produces custom machined metal parts for clients across a variety of industries. Responsible for leading team of 6 cost analysis professionals in sourcing, reviewing, and submitting bids for manufacturing projects.

- Spearheaded an investigation into two emerging markets and provided analysis to management on cost and feasibility of pursuing bids worth \$180m.
- Established multiple long-term relationships with manufacturing clients worth \$70m annually, and maintained high retention levels with existing clients available for renewal.
- Optimize costs of projects for open bids across materials, labor, distribution, and storage costs. Since start of employment, profit margins on new projects have increased by 5%.
- Direct cost analysis staff on recording data, performing analysis, meeting with clients, and preparing bids.

**Independent Contractor** Houston, TX 2007 to 2010  
*Project Manager*

Worked independently during the economic downturn and provided contract-based analysis to manufacturing firms.

- Reviewed a \$90m proposal from United Manufacturing to supply components for a new product line. Identified savings of over \$10m in facility costs, and was able to secure bid for company.
- Assisted Hartman Engineering with evaluating a \$40m bid for a CNC production facility and provided counsel on feasibility of project following a thorough analysis.
- Evaluated a project to replace production equipment components in a 30-year old factory seeking to switch production to a new series of products.

**Armin Engineering** Houston, TX 2003 to 2007  
*Cost Estimator*

Evaluated bids for mechanical and electrical projects, such as sprinkler systems, boilers, HVAC, and renovations of production and commercial storage facilities.

- Connected with clients, subcontractors, and outside vendors to evaluate project needs and short and long-term costs.
- Used AutoCAD to draft any custom work, primarily piping and HVAC. Solicited bids from suppliers to execute custom designs.
- Frequently worked with government contracts, and gained extensive experience with demonstrating regulatory compliance and submitting government bids.

**North Texas Engineering** Fort Worth, TX 1994 to 2003  
*Cost Estimator*

Supported cost estimation projects totaling \$200m while working on a multidisciplinary team of engineers.

- Provided analysis on mechanical components for an \$80m manufacturing facility project, which was the firm's largest project at the time.
- Compiled proposals for labor, materials, and distribution costs using analysis gathered by team members in response to RFPs.

### EDUCATION

**Baylor University** 1994  
Bachelor of Science in Mechanical Engineering  
Minor in Business Administration

