

RICK S. AGUILAR

Arnold, California 95223 ■ 209-986-6217 ■ ontime@ctnontime.com

LETTER OF PROFESSIONAL INTENT

TO CLIENT

It is with full confidence that I submit the attached resume for the position of:

ESTIMATOR – COMMERCIAL PROJECT MANAGEMENT CPM SCHEDULING

Company Website: <https://www.ctnontime.com>

Building upon years of successful experience, knowledge and achievement, I am a highly adaptable, self-motivated and confident **Construction Cost Estimating** and **Project Management** professional. With the proven ability to exceed company success and progress measures, I offer Subject Matter Expert level abilities to advise, recommend and guide for all phases of planning, estimating and building of construction undertakings.

As a direct result of my diverse experiences and successes, I have the distinct ability to transition into a new fast-paced work environment with challenging, multi-faceted daily responsibilities.

My differentiating qualifications as they directly align with the requirements of this position include:

As a Cost Estimator, I have provided the following:

- Create---- cost estimates, studies, analyses, and evaluations, at all levels of project development, as part of the internal team.
- Provide a detailed review of all documentation and develop comprehensive cost estimates/models that communicate our client's project and strategic goals
- Perform quantity take-off in a manner and level of detail consistent with the project goals
- Input estimate data into appropriate software
- Assure that a quality product is presented to the client through adherence to the company's QA/QC procedures
- Communicate effectively through clear and concise means appropriate to the project's goals (verbal, written, and graphics)
- Actively research, solicit, and develop sources/vendors for compiling and maintaining accuracy of cost information
- Investigate and incorporate project constraints into cost analysis
- Review contractor and subcontractor change order estimates.
- Conduct meetings with clients

Desired Skills & Experience:

- **10+ years of consistent cost estimating experience with a strong focus on federal government and medical projects.**

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- Ability to understand and accurately interpret construction documents (drawings, specifications, contracts/general conditions) at all levels of design.
- Expert user Bluebeam software.
- Advanced skills in Microsoft Excel
- Expert in Timberline Cost Estimating software
- Excellent written and verbal skills
- Strong internal and external customer service
- Solid experience working directly with clients
- Confident presenting face-to-face with clients
- Self-starter and self-directed

My work ethic and my attention to detail are unquestioned, and my abilities to recognize and understand the “big-picture” are excellent. I have absolute confidence in my abilities to assist you in the successful completion of ventures.

I am committed to success. In every phase of my career, I am keenly interested in developing new strategies, expanding and improving current. Goal-setting and striving for excellence are key characteristics I bring to the work environment - I have always led by personal example.

Please contact me to arrange for an interview. It would be a pleasure to meet with you to discuss the possibility of a profession with your company. I appreciate your time and your consideration of my candidacy.

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OBJECTIVE

Seeking employment matching my extensive experience in the Cost Estimating, CPM Scheduling and Project Management environments; highly adaptable to specific building / construction situations:

COST ESTIMATOR

PROJECT Manager

CPM Scheduler

Extremely self-motivated, structured and organized, I will be best matched with an employer offering a flexible and primarily remote situation, although an in-house assignment would be completely acceptable.

PROFILE SUMMARY

Possessing proven career credentials and hands-on work experiences, I am a highly-qualified professional who has developed a reputation for excellence and is now available to accept a challenging full-employment assignment.

Along with my in-depth experience, I offer expert-level knowledge of end-user training in the use of Timberline Cost Estimating software, Primavera P6 Scheduling software, Bluebeam software, Sage – Construction Management Software, and in-depth knowledge of Excel Spreadsheets.

Based upon this experience, I am confident in my ability to successfully perform the duties of this position and of the value my expertise would bring to your organization. I am prepared to step in and make an immediate positive impact toward accomplishing the goals and objectives of your company.

KEY COMPETENCIES

- Diverse experiences with special experiences in concrete work and wood framing projects:

Airports	Schools / Universities	Wastewater Treatment Plants
Streetscapes	Asphalt and Concrete Paving	Bridges and Site Work
Prisons	Parking Structures	Theme Parks
Hospitals	Historic Restoration	FEMA – Catastrophic Response
 - Construction support services for Architects, State / Federal Owners, and General and Sub-Contractors:

Cost Estimating / Hard Bids Estimating	Historic Rehabilitation Cost Estimating
Project Management / General Contracting	Preliminary Design / Build Cost Estimating
Direct Cost Estimating	California Division of State Architect DSA
Bids / Proposed Change Orders Analysis	Milestone Inspection / Impact Analysis
CPM Preliminary and Contract Scheduling	Building Materials Logistics
Developing Cost Comparisons for PCO's	Lease-Leaseback
Design Build	
 - Please request a list of specific projects, which fully illustrate the expanse of my experience, skills, and knowledge-base.
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PROFESSIONAL EXPERIENCE

GENERAL MANAGER / COST ESTIMATOR

1992 to present

Construction Technology Network-CTN INC, Arnold, CA

- Provide a wide range of contracted **Construction Project Consulting Services:**

Cost Estimating for A/E's	Scheduling – P6	Distressed Projects Claims
Quality Assurance	Quality Control	Claim Settlements
Staff Augmentation	Design/Architects	Managers/Supervisors
Project Close-out	Document Control	Labor Compliance
Inspection Services	Specifications	Sub-Contracts
NTP - Notice	Inspector logs	Submittals
Certified Payroll	Document Control	Job photos
Job photos	Bid Day	Time cards/time Sheets
Owner Contract Review	Direct Costs Review	Workers' Compensation
In-House Estimators	Calling Sub-contractors	Certified – DBE/MBE/SBE

Additional and Earlier Assignments:

SENIOR COST ESTIMATOR

2020 to 2021

Simile Construction, Modesto, CA

SENIOR COST ESTIMATOR

2018 to 2019

F & H Construction Company, Lodi, CA

COST ESTIMATOR

Smith/Thomas Construction Company

COST ESTIMATOR

Croft Builders Company, Inc.

KNOWLEDGE, SKILLS, and ABILITIES

I am an experienced and fully qualified cost estimator, leader, general contractor and motivator; some of the valuable skills I have developed and utilized to create and sustain high-value results include:

- Significant Experience as a Cost Estimator
- Scheduling, Workflow, and Systems Evaluation
- Complete Cost and Profitability Awareness
- Successful Execution and Completion of Construction Projects
- Architecture Review and Examination
- Risk Identification, Assessment, Management, and Risk Reduction
- Design of Remedial Solutions and Development of Required Action Plans

COST ESTIMATING SUBJECT MATTER EXPERT

Expert-level knowledge of construction costs to develop complete and accurate cost estimates utilizing hands-on experience in all phases of building projects.

Construction Bids: Develop, evaluate, compile and present complete scope of work and costing data by examining proposals, blueprints, specifications, and documents related to labor, materials, and time constraints

Critical Path Method (CPM) Scheduling: Identify tasks necessary for project completion and determine scheduling logistics, requirements, and flexibilities

Analysis and Review: Assess and evaluate documents, drawings, specifications, and construction/design agreements; analyze for best practices and SOPs; advise stakeholders on the accuracy of initial/estimated construction costs and change order costs

Prioritization: Excellent prioritization skills in meeting multiple deadlines; proven analytical, evaluative and interpretative abilities; work with complete independence in accordance with tasks and targets

Compliance: Conform to local, state and federal, and company regulations; obtain all required permits and inspections; adhere to and remain informed on project-specific protocols

Accountability and Quality Assurance: Regularly assess operational activities, building methods and customer expectations to ensure adherence to established Key Performance Indicators (KPIs), budgets/cost parameters, and building specifications/standards/codes

Situational Solutions: Identify and evaluate situations requiring actions; make informed decisions to resolve issues, solve problems and create positive outcomes

Planning and Support: Significant experience in advisory and planning roles; consult and advise on project strategies to move forward with change orders and logistics planning/expectations

Site Visits: Conduct work-in-progress site inspections and monitor construction for compliance with contract and specifications.

Transition Effectiveness: Able to learn quickly and make the transition into this new role with accuracy and in the shortest amount of time.

Project Management: Have developed, managed the life cycle and succeeded with complex, multi-faceted, and multi-departmental building projects; provide operational oversight and supervision from planning to ground-breaking to full completion

Daily Operations: Valuable, direct experience with strategic operations, consulting, and control; able to work with complete independence; coordinate all activities in accordance with established duties, objectives, and future plans

Budgeting Management: Carefully oversee all budget / finance / cost control activities

Supervision, Human Resources and Computers

Communication: Proven supervisory communication skills at all levels; clearly, concisely, and accurately convey information and expectations

Relationships: Within my career, I have been able to develop and maintain very sound business relationships with decision-makers and stakeholders at every level; effectively leading others

Presentations: An effective, impactful public speaker able to hold the attention of audiences for the sharing of technical and cost information

Human Resources: Experienced in all aspects of the subcontractor and staff interviewing / hiring and termination / exit interview processes

Evaluations: Develop and communicate job-specific criteria and parameters for worker evaluations

Training: Share knowledge and direct feedback for the coaching and on-going development of team members, focused on achieving peak performance levels; experienced in Timberline end-user training

Computers: Proficient and effective utilizing Timberline Cost Estimating software, Bluebeam and Primavera P6 Scheduling systems; MS Excel and Word; video conferencing and email correspondence

EDUCATION

Associate in Applied Science, Construction Management
CA

West Valley College, Saratoga,

Union Journeyman Carpenter, 4-Year Apprenticeship Program

San Jose State College

ACHIEVEMENTS

Additional Education/Training 1994 - Primavera Systems, Inc. Training Primavera Project Planner P3
1995 - Advanced Project Scheduling, UC Davis 1995 - Primavera Systems, Inc. Dealer for Primavera Project Planner P3
1996 - Primavera Systems, Inc. Dealer for Primavera Project Planner P3 1999 - Analyzing Construction Schedules, Dr. William Ma & Associates

ASSOCIATIONS

Society of Professional Estimators
