

NATHAN ADDISON

1680 Moss Rock Dr. Estes Park, CO 80517

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To Whom It May Concern:

In five short years I have developed strong estimating and project management skills that have enabled me to build a record of sustained increases. I thrive on challenge and change, and I look forward to new opportunities to build positive relationships every day. You'll find that I am:

- A confident, self-driven individual who reacts quickly to change.
- A motivator with a strong sense of urgency who responds positively to challenge and pressure.
- A fast learner who is a practical and ingenuous problem solver.
- A fluent and articulate communicator, flexible and responsive.

I believe that with my energy, analytic skills, organizational abilities and creativity in tackling problems I will make a positive contribution to your organization. I am equally comfortable working independently to meet company goals, as well as collaboratively as part of a team. I have always been able to establish and maintain excellent relationships with clients and coworkers at all levels. My professional skills include:

- Building relationships with coworkers, clients, and strategic partners.
- Developing processes and strategies to increase sales and revenue.
- Accurately completing data research and analysis while demonstrating computer proficiency.

I would like an opportunity to visit with you to get your insight and suggestions on where my skills and abilities would be of the greatest value to your company and to inquire about possible job openings.

I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Nathan Addison

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Objective

To obtain a position in commercial estimating or project management where I can utilize my extensive experience in retail, tenant finish out and ground up projects. I would like to grow with a company and become a part of the culture and be a true asset to the goals and mission of the organization.

Experience

Embree Construction Group

2010-Current

Head Estimator/Assistant Project Manager for remodel and Tenant Improvement. Daily tasks consist of managing a team of solicitors and bid coordinators. Submitting and reviewing RFIs to owners and architects. Conducting and overseeing in-house take offs and preliminary budgets for project manager and clients. Qualifying all subcontractors during the bid process. Generating subcontractor scope of works and completing the initial contracting. Develop construction schedule and conduct site visits and meet with field superintendents.

Fast Trak Construction

2008-2010

Field Superintendent/Assistant Project Manager for Industrial Tenant Improvements. Duties included but were not limited to take offs and material procurement, managed change orders, applying for permits, scheduled inspections, supervised safety standards mandated by company and OSHA, headed construction meetings, developed and supervised technician schedules. Meet with prospective clients, owners and architects.

Nathan Addison Photography

2005-Current

Owner and Operator. Responsibilities include advertising, customer relations, managing finances and customer service.

Projects

Acme Furniture: Co-superintendent. Tenant Improvement. 7,600 sqft office and 96,000 sqft warehouse. Project cost: \$400,000 .

DSV Logistics: Superintendent: New construction project. 12,500 sqft office and 12,000 sqft warehouse. Project cost: \$425,000.

Resqdebt: Superintendent. Tenant Improvement. Two floor, 57,000 sqft office. Project cost: \$640,000.

Rohde & Schwarz: Superintendent. Tenant Improvement. 11,500 sqft office and 2,000 sqft warehouse. Project cost \$440,000.

Prime Source: Co-Superintendent: Remodel project. Four floors, 63,000 sqft office. Project cost: \$980,000.

FedEx: Co-Superintendent: Tenant Improvement. 6,200 sqft office and 50,000 warehouse. Project cost: \$550,000.

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- Golftec:** Project Manager: Tenant Improvement. 1,800 sqft. Project cost: \$107,000.
Architects: Ignarri Lummis
- Golftec:** Project Manager: Tenant Improvement. 1,800 sqft. Project cost: \$95,000. Architect:
Ignarri Lummis
- Bar Louie:** Estimator: Remodel. 6,300 sqft. Project cost: \$977,000. Architect: Barker & Nestor,
- Bar Louie:** Estimator: Tenant Improvement. 5,600sqft. Project cost: \$720,000. Architect Barker
& Nestor
- Golfsmith:** Estimator: Remodel. 40,500 sqft. Project cost: \$544,000. Architect: Ignarri Lummis
- Golfsmith:** Estimator: Remodel. 43,000 sqft. Project cost: \$524,000. Architect: Ignarri Lummis
- Black Walnut Café:** Estimator. 6,800 sqft. Project cost: \$2,044,000. Architect: DBR
- J Crew:** Estimator: Remodel. 4,000 sqft. Project cost: \$240,000. Architect: HBC
- J Crew:** Estimator: Tenant Improvement. 5,000 sqft. Project cost: \$220,000. Architect: HBC

Extensive list of projects awarded/ complete is available by request

Skills

Field: Proficient and experienced in blueprint reading and analyzing, project estimating, building materials, inspection procedures and code requirements, task management and project planning, job-site leadership and communication, project scheduling and organizing, and customer relations.

Technical: Excel, MS word processing and presentation applications; proficient in PC and Mac systems. Isqft, Bid Screen, PlanSwift and View Point.

Education

Bachelor of Arts, Photography December 2002

Bachelor of Fine Arts, Concentration: Documentary Photography May 2003

College of Santa Fe, Santa Fe, New Mexico May 2003

References

Available upon request