

Hello,

I am inquiring about the estimator position. After reviewing the job summary and qualifications, I thought the position would be a good fit and would like to know more about it.

I have worked as an electrical estimator for over five years. I have managed and overseen all projects from start to completion in the pre-construction phases in three different computer programs. This includes job creation, projects set ups, take-offs, maintaining and building a high level spread sheets, creating symbols, writing up bid proposals, sending and requesting quotes to major suppliers, managing and verifying quotes, reading electrical and architectural drawings, designing electrical, fire alarm and architectural drawings on Auto CAD and E-Draw, creating bid reports, creating breakouts in materials costs and labor costs, creating and answering RFIs, maintaining relationships with suppliers and GCs, etc. I basically run all projects from start to completion, at which point a senior estimator would review and approve for final send out and to answer any questions the GCs might have.

I handled a large variety of project sizes from as small as \$10,000 to as big as \$1.5 million; however, most of the projects I work on fell between \$50,000 and \$250,000. 90% of which were commercial and 10% were large scale residential properties (usually in the \$500,000 to \$1,000,000 range). Under commercial projects I am experienced in tenant improvements (TIs), Core & Shells, strip malls, malls, office complexes, fuel stations, city and government buildings, grocery stores, department stores, restaurants, schools, fast food and many more. I am confident in reading and understanding all electrical drawings such as, lighting plans, power plans, one-line diagrams, lighting schedules, panel schedules, roof plans, HVAC plans, site plans, etc.

On average I would bid 25 to 40 jobs a month or anywhere between \$2.5 to \$5 million in total bids. I am passionate about what I do, have a strong work ethic and pay close attention to detail. I am always looking to improve, learn more and grow as an estimator. After reading the job description I feel this would be a great fit. I have attached my resume for review. Please call me if you have any questions or would like to schedule an interview.

Thank You,
Marko Skrabo
719.220.4414

MARKO SKRABO

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Electrical Estimator

SUMMARY

- Experienced Estimator
- BSEE Training
- Onscreen Takeoff
- Accurate/Consistent Results in Estimating
- Estimating Bid Manager Software
- Grew Commercial Customer Base
- Analytical
- Technical Skills
- Electrical Engineering Theory
- Testing Tools
- Reliable and Dependable
- Team Oriented
- Excel spreadsheets and word documents
- Relationship with suppliers and warehouses
- Very Detailed Oriented
- Professional Communication
- Strong Work Ethic
- Organized
- Quick learner
- Accurate while Multi-tasking
- Engineer Intern

PROFESSIONAL EXPERIENCE

Electrical Estimator, Encore, Lakewood, CO

2020-2020

- Master in Excel spreadsheets, which included doing entire takeoffs of Excel
- Maintain ITB schedules and proposal deadlines
- Review project and drawings
- Exposure to larger projects (above \$5 million)
- Team Estimating
- Became Proficient in remote conferences and meetings

Electrical Estimator, Golden Valley Electronics, Aurora, CO

2016-2020

Leader in the Denver Metro area in building electrical equipment in commercial and residential buildings.

- Oversaw and managed projects from beginning to end
- Oversaw all architectural blueprints for new commercial buildings.
- Develops and estimates all electrical components.
- Onscreen Takeoff software expert.
- Develops personal relationships with architects, GCs and field managers.
- Customer service with contractors and installers.
- Master in Excel spreadsheets.
- Complete electrical bids which comply with the NEC Codes
- Responsible for accurate bid on part cost.
- Confer with engineers, architects, owners, and contractors on changes and adjustments to cost estimates.
- Analyze blueprints and other documentation to prepare time, cost, materials, and labor estimates.

Project Manager, Metro Contractors, Denver, CO

2015-2016

- Managed multiple projects including various contractors.

- Assured projects progress efficiently and complete on time/on budget.
- Project planning

Software Tester, Convergent Designs, Arvada, CO

2014-2015

- HDMI Transmitter Design Project.
- Tested existing code and designs and making them more efficient.
- FPGA.
- Schematic design.
- Coding in Verilog

EDUCATION

University of Colorado, Colorado Springs, CO

B.S in Electrical Engineering, (2022 December)

Master of Public Administration, 2007

B.A Political Science, 2006

