

Isaiah Grant

Bid Coordinator

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SKILLS

Bid Coordination

Bid Leveling

Quantity Takeoffs

BuildingConnected

Bluebeam Excel

Microsoft Word

Adobe Acrobat

Attention to Detail

Communication Skills

EDUCATION

Bachelor of Science

05/2024

Kennesaw State
University

Marietta, GA

Construction
Management

CERTIFICATES

OSHA 30-Hour Construction

OSHA Outreach Training
Program

08/2024

SUMMARY

Bid coordinator with 2.5 years at a commercial general contractor, handling bid coordination for 90+ bids a year on projects from \$2M to \$60M. Tracks subcontractor coverage, addenda and bid forms in Excel and Microsoft Word, and brings attention to detail and clear communication skills to bid-day deadlines.

EXPERIENCE

Bid Coordinator

06/2024 - Present

Peachtree Builders Group

Atlanta, GA

Commercial general contractor bidding healthcare, education and office projects from \$2M to \$60M.

- Coordinate 90+ bids a year, tracking **1,200** subcontractor invitations and addenda in BuildingConnected and Excel.
- Assemble bid forms, bonds and qualifications in Microsoft Word and Adobe Acrobat, with zero late submissions.
- Organize bid leveling sheets in Excel, comparing 5 to 8 subcontractor quotes per trade for estimators.
- Maintain a 2,000-contact subcontractor database with trade, license and minority-business status.

Estimating Intern

01/2023 - 05/2024

Ridgeview Construction

Marietta, GA

Mid-size builder of schools and medical office buildings.

- Performed quantity takeoffs in Bluebeam for 15 bids on schools and medical offices.
- Called 300+ subcontractors to confirm bid coverage in the week before each bid date.
- Updated the plan room and bid calendar for 4 estimators, posting each addendum within one day.
- Logged 50+ subcontractor prequalification forms for safety and insurance review.