

Leah Novak

Cost Estimator

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Summary

Cost Estimator with 6 years in commercial construction, including 4 years of cost estimating for office, lab and higher-education projects up to \$40M. Prepares budgets and detailed estimates in estimating software and Microsoft Excel, runs cost analysis against historical data, and presents findings to owners in PowerPoint.

Experience

08/2022 - Present
Charlotte, NC

Cost Estimator

Queen City Builders

General contractor and construction manager for institutional and commercial owners in the Carolinas.

- Develop **35** budgets and detailed estimates a year for projects from \$3M to \$40M across 4 design stages.
- Run cost analysis on 120 past projects to set unit costs per square foot for early owner budgets.
- Present estimate summaries and alternates to owners in PowerPoint, supporting \$6.5M in accepted savings.
- Align each design-phase estimate with the architect's cost consultant, closing variances to under 3%.

06/2020 - 07/2022
Concord, NC

Field Engineer

Piedmont Structures

Concrete and steel structure contractor for parking decks and office buildings.

- Tracked labor and material costs on 4 parking decks in Microsoft Excel, reporting weekly to project management.
- Measured concrete and rebar quantities from shop drawings, finding \$95K in quantity errors before orders.
- Wrote change order backup in Microsoft Word with labor, material and equipment breakdowns.
- Scheduled pours and inspections through Outlook for crews of up to 30 workers.

Skills

Cost Estimating • Cost Analysis • Microsoft Excel • Estimating Software • PowerPoint • Project Management
Microsoft Word • Outlook • Analytical Skills • Attention to Detail

Education

05/2020
Charlotte, NC

Bachelor of Science

University of North Carolina at Charlotte
Civil Engineering

Certificates

05/2023

Certified Cost Technician (CCT)

AACE International