

Emily Tran

Junior Estimator

Junior Estimator with 1 year of full-time estimating at a site work contractor, after a summer internship in paving and grading. Prepares quantity takeoffs, reads geotechnical reports for soil and rock risk, and keeps bid files organized in Microsoft Excel, AutoCAD and Outlook while learning to price full bids.

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EXPERIENCE

Junior Estimator

06/2025 - Present

Triangle Sitework Co.

Raleigh, NC

Site development contractor for subdivisions, schools and commercial pads in the Triangle.

- Complete earthwork, storm drain and curb takeoffs for 60+ bids under the senior estimator's review.
- Review geotechnical reports and boring logs on each bid, noting rock and unsuitable soil allowances.
- Measure site plans in AutoCAD and confirm areas and lengths against the civil drawing set.
- Organize bid invitations, addenda and pricing terms in Microsoft Excel and Outlook for 8 active bids at a time.

Estimating Intern

05/2024 - 08/2024

Wake Paving & Grading

Cary, NC

Summer internship with an asphalt paving and grading contractor.

- Calculated asphalt and stone tonnage for 25 parking lot bids using standard mathematical formulas.
- Compared 3 supplier quotes per bid and recorded them in the company estimating tracker.
- Drafted proposal letters in Microsoft Word for the chief estimator to review and send.
- Visited 6 job sites with foremen to see how estimated quantities compared with work in place.



SKILLS

Estimating
Quantity Takeoffs
Microsoft Excel
AutoCAD
Geotechnical Reports
Microsoft Word
Outlook
Pricing Terms
Attention to Detail
Communication



EDUCATION

Bachelor of Science

05/2025

North Carolina State University

Raleigh, NC

Construction
Engineering and
Management



CERTIFICATES

OSHA 10-Hour Construction

04/2024

OSHA Training Institute