

Hannah M. Anderson

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Objective: A full time position in the construction field that will allow me to utilize my experience and knowledge.

Work Experience:

2006- April 2009

Project Manager, Nelson Construction Services, West Des Moines, IA

- Compile budgets for potential projects
- Solicit and review subcontractor bids
- Estimate projects using Timberline Estimating
- Works with design team and owners on value engineering
- Buyout projects and generate subcontracts
- Run design meetings and project meetings
- Produce schedules using Microsoft Project
- Approve job costs and owner billings

2004- 2006

Assistant Project Manager, Nelson Construction Services, WDM, IA

- Managed addendums, RFIs, and change orders
- Solicit and review subcontractor bids
- Estimate projects using Timberline Estimating

2001-2003

Estimator, Oakview Construction, Urbandale, IA

- Completed quantity take-offs
- Solicited and reviewed subcontractor bids
- Put together estimates for commercial projects
- Reviewed and incorporated addendums into estimates

Project Experience: **Project Manager and Estimator**

Merle Hey Family Physicians Clinic \$2,500,000

Fairfield Inn & Suites- Omaha, NE \$7,540,000

West Park Professional Office Building \$ 630,000

Assistant Project Manager

Timberbrook Office Building \$1,600,000

Science Center Parking Ramp \$4,400,000

Depot Office Building \$3,500,000

Computer Skills: Proficient at Timberline Estimating, Job Cost, and Project Management, Microsoft Project, Word, Excel

Education: B.S. Construction Engineering, December 2000
Iowa State University, Ames, IA

Professional Associations:

American Society of Professional Estimators, Member since 2004

National Association of Women in Construction, Member since 2001

Positions held: Board Member, Secretary, and President