**Sherry M. Layne**

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**Profile Summmary:**

Highly-professional and talented Quantity surveyor with more than 5 years of experience in cost handling and management related to construction and engineering projects. Possess strong problem-solving, numerical, communication and negotiation skills as well as solid construction and financial knowledge to properly manage commercial and contractual aspects of the projects, and to effectively meet business demands.

**Summary of Skills:**

* Strong experience in cost analysis and management, scheduling, project planning as well as minimizing project costs, and meeting necessary legal norms
* Strong understanding of commercial projects, budgets/construction metrics, project management, quantity take-offs, forecasting, cost estimating, and reporting
* Excellent analytical and mathematical skills to handle project costs
* Solid leadership and team working skills to ensure each team member performs best in a project to produce improved and effective results within strict deadlines
* Strong organizational and time management skills
* Ability to maintain large amount of financial data, and all paperwork in a systematic manner
* Proficiency in using Microsoft Word, Excel and Power Point as well as working knowledge of some quantity surveying software such as CostX, Qsplus and Vector8 and cost management applications such as BuildTools, BuilderTrend
* Excellent communication as well as presentation skills to communicate relevant information to stakeholders, clients, management team, and suppliers in a concise manner
* Highly articulate and have clear and analytical approach to problem-solving, negotiating, and decision-making skills

**Work Experience:**

Quantity Surveyor

CSRA Inc., New York, NY

November 2016 - Present

* Performing effective and efficient quantity surveying, cost controls, and change management activities throughout the project life-cycle
* Preparing project estimate, overseeing design phase as well as delivering updated cost plans for different stages of construction
* Participating in the development and improvement of project control systems as well as recommending improvements in systems, tools and methods of project controls, and project management
* Tracking and analyzing project costs, and commitments
* Collecting and reviewing past project data, analysis reports, and productivity
* Evaluating proposal specifications, participating in pre-bid meetings, and making necessary changes in drawings
* Supporting and providing technical support to project managers and site managers
* Performed cost reporting and analysis, procurement scheduling, and implementing cost control
* Mentoring junior staff with the client account management, monthly invoicing as well as reviewing contractual terms
* Ensuring project engineering activities comply with organization and contract requirements

Quantity Surveyor

Fawkes and Reece Group, New York, NY

April 2015 - October 2016

* Actively participated in the business development, and management of new projects by fulfilling quantity surveying, cost management, and project management activities
* Provided accurate documentations and effective presentations to stakeholders
* Communicated contract terms to the project team, and ensured they are aware of financial aspects
* Worked with field engineers to track construction materials, and deployment of adequate labor force at sites
* Ensure contract and quantity surveying activities comply with current laws and regulations set by state and federal governments
* Ensured ongoing accuracy and suitability for optimal budget forecasting, financial and commercial modeling through developing and administering past cost database
* Provided daily and weekly status and progress reports as well as project summary reports to the management team.

Junior Quantity Surveyor

Severalfold-Rowen Corporation, New York, NY

May 2013 - March 2015

* Assisted in preparing cost reports, liaised with architects, engineers, and subcontractors to produce practical designs for construction projects
* Monitored and kept track of project progress as well as for the measurement and valuation of variations in the work
* Maintained current knowledge of relevant contractual procedures and practices as well as provided advice to project staff on commercial and contractual matters
* Reviewed all the change orders in accordance with clients' approval
* Reviewed all the invoices for the project and ensured that the junior technical staff coded the invoices as well as forwarded them to the accounts payable department
* Provided advice on legal issues as well as coordinated with project managers to ensure timely completion of projects

**Education:**

* Bachelor of Science Degree in Quantity Surveying   
  Alfred State College, Alfred, NY, USA  
  2012

**Training:**

* Cashier Training Course  
  GMC Training Course, Bloomington, IN  
  2012

**Reference:**

On request.