Echo Hu

604-880-9506

West Point Grey Area, Vancouver

echohu1990@gmail.com

HIGHLIGHTS OF QUALIFICATIONS

- 2 years of progressive experience as cost manager in a large international company
- Proficient in quantity takeoff by working on numerous projects
- Experienced in assembling cost estimate in a lead role
- Advanced understanding of cost control/tracking during life time of projects
- Proven ability to understand drawings, specifications and manage procedures
- Intermediate user of Microsoft Excel, Word and Outlook
- Polished skills with on-screen estimating software such as CATO/CAD Measure
- Detail oriented, hard-working, and capable of working under pressure to meet deadlines
- Ethical, excellent at priority management, quick learner

EDUCATION

- Bachelor's Degree in Construction Management from Jia Xing University 2008-2013
- Associate Member of Canadian Institution of Quantity Surveyor ID:253676 2015

WORK EXPERIENCE

Assistant Cost Manager 2014-2015

EC Harris Built Asset Consultancy, Shanghai, China

- Assembled cost plan based on concept design drawings with careful consideration of risks
- Compiled full scope cost estimates for different design stages of project
- Issued pre-qualification questionnaire and recommended tender list
- Conducted tender process fluently, including tender documents (bills of quantity/ schedule of rates), tender return, tender analysis, tender interview, tender report, tender award
- Prepared contract documents for different types of procurement
- Assessed variation order precisely
- Monitored post-contract cost control by cost reporting periodically
- Released interim valuation, retention strictly according to contract terms and settled final account statement with contractor
- Identified potential risks, communicated with designer/owner, and recommended alternative choice during value engineering procedure
- Established communications with client team via phone calls, emails, and meetings

Graduate Cost Manager 2013-2014

EC Harris Built Asset Consultancy, Shanghai, China

- Managed the payment and Project Insight System successfully to mitigate challenge for QS team

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- Evaluated and negotiated maturely with contractor for the major design change and final account
- Proactively pushed forward for mechanical and electrical measurement to expand expertise and vision
- Completed accurate quantity takeoff work for various projects
- Prepared tender documents in a detailed level
- Organized project documentation in an orderly manner

Intern Quantity Surveyor 2012-2013
A to Z consultancy Ltd, Shanghai, China

- Compiled bills of quantity, assisted bidding comparison work
- Support the team members efficiently under supervision of colleagues

MAJOR PROJECTS

- Novartis Institutes of Biomedical Research Ltd, Shanghai Campus Project, approximately 1 billion CAD
- Audi 4S store Project in Wuxi, approximately 50 million CAD
- Value Retail Commercial Campus Project in Shanghai, approximately 40 million CAD
- Roche Group Shanghai Office, approximately 40 million CAD
- Microsoft Retail program (first retail program of Microsoft Cooperation in China)
- Microsoft Guangzhou office project & Microsoft Shenzhen office project
- GAP/ Old Navy China Retail Program
- Nu Skin China Retail Program
- JAGUAR LAND ROVER Chengdu Reginal Center Project
- GG66 Shopping Center renovation project in Shanghai, approximately 30 million CAD
- Google SWFC 62F project, approximately 10 million CAD
- House of Fraser Shopping Center Nanjing Project, approximately 20 million CAD

VOLUNTEER

- West Point Grey Community Center, recreational activities 2015