

973.668.6440
<http://ndengudesign.com/>
buyachindengu@gmail.com

BUYACHI NDENGU

PROFILE	<p>Comprehensive experience in project support and client communication combined with superior teamwork skills. Provide inside support to project managers to realize bottom line results. Convey a professional, polite and courteous manner when representing the firm, at project meetings. Maintain up-to-date knowledge on new products and materials and their incorporation into current projects.</p>		
EXPERIENCE	March 2017 – Present	Sargenti Architects	Paramus, NJ
	Assistant Project Manager	<ul style="list-style-type: none"> ▪ Prepare and develop lay outs and architectural drawings according to client requests. ▪ Coordinate drawings of drafts-persons according to the project specifications. ▪ Utilize AutoCAD and other programs to develop lay out and diagrams ▪ Consult technical handbooks and guidelines and assist in landlord research ▪ Interpret and apply state and local code compliance ▪ Prepare documents for project authorization and management of bidding processes ▪ Maintain accessible hard copies and electronic files and records of survey office reports ▪ Execute local and out of state site surveys ▪ Interact with clients on project clarification and other architectural requirements ▪ Ensure compliance of all architectural guidelines and standards. ▪ Provide architectural support to project managers on multiple projects 	
	March 2015 – March 2017	Sargenti Architects	Paramus, NJ
	Draftsperson	<ul style="list-style-type: none"> ▪ Create drawings for industry specific projects based on preliminary sketches, concepts and data ▪ Utilize AUTOCAD to develop lay out and diagrams with attention to specification details; ▪ Consult technical handbooks and guidelines and assist in landlord research and code compliance ▪ Assist in the development of floor plans ▪ Carry out site surveys 	
	July 2013 – March 2015	Labor Ready	Newark, NJ
	Market Recruiting Coordinator	<ul style="list-style-type: none"> ▪ Reviews job applications against selection criteria to determine suitability in the online applicant tracking system on a continuing basis. ▪ Conducts initial screening to assess candidate suitability. ▪ Assists with local job fairs, advertising and related publicity of job opportunities. ▪ Coordinates the posting of jobs on internal/external job boards and company websites, managing candidate information in recruiting database, and job description creation. 	
	June 2010 – September 2012	Zack Painting Company	Fords, NJ
	Estimating Coordinator	<ul style="list-style-type: none"> ▪ Provide administrative support to the chief estimator and a staff of ten estimators, project managers and salespersons. ▪ Facilitate development and maintenance of an all digital, detailed and effective resource facility to collect files, photographs, drawings, project manuals and other specifications for easy access. ▪ Work closely with estimating and support staff in cataloging and retrieval of project data. 	
	June 2007 – March 2009	SBLM Architects	New York, NY
	Senior Architecture Drafts person	<ul style="list-style-type: none"> ▪ Surveyed, observed and documented existing building conditions in gut renovations and documented contract's progress. ▪ Drafted and assisted other draft persons in producing construction documents. ▪ Assisted project architect/job captain in the administration of construction contracts to ensure compliance with approved plans and specifications. 	
	April 2006 – June 2007	Hoffmann Architects	New York, NY
	Project Representative	<ul style="list-style-type: none"> ▪ Assisted in design planning and detailing by preparing studies, layouts, and preliminary work in connection with building envelope rehabilitation projects. ▪ Drafted detailed sketches and working plans from preliminary drawings. 	
EDUCATION		Iona College	New Rochelle, NY
	MBA, Management		
	B.S., Architecture	New Jersey Institute of Technology	Newark, NJ
CERTIFICATION	LEED ® Green Associate		December 2016
SKILLS	AutoCAD 2015		