

# BUYACHI NDENGU

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