

NKECHI EKAETTE

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Summary

Dedicated and adaptable professional possessing excellent communication, organizational, and analytical capabilities with a proactive attitude and the ability to learn quickly. Eager to contribute to a dynamic team and support organizational goals.

Skills

- Task Prioritization and time management
- Strong Communication
- Attention to Detail
- Problem-solving aptitude
- Risk Analysis and Management
- Project Planning
- Project development
- Project tracking
- Schedule Management
- Project scope and management
- Critical Thinking
- Task Delegation

Experience

- 06/2024 - Current **Freelance Drafter**
Terraform Inc.
Edmonton, Alberta
 - Developing detailed drawings for projects, including plans, elevations, sections, and details, from sketches or verbal instructions.
 - Formulating designs to meet customer specifications and industry standards.
 - Producing 2D and 3D CAD drawings utilizing Autodesk Revit software packages.
- 08/2021 - 05/2024 **Intern Architect**
Reimagine Architects Ltd.
Edmonton, AB
 - Designed residential buildings for a First Nation community. Worked on the schematics, concept designs, client demos, and construction documents.
 - Visited sites and had workshops with clients on home design options and custom requests.
 - Remodeling of office building for non-governmental organizations in Edmonton. Worked on the proposal until the Concept Design Stage.
 - Design remodeling of residential properties funded by the City of Edmonton's affordable housing initiatives.
 - Participated in project meetings with clients, contractors, and other architects.
 - Researched zoning regulations, building codes, and other applicable requirements for projects.
 - Evaluated materials for cost-effectiveness and durability for use in projects.
 - Prepared presentations outlining design concepts for client approval.
 - Communicated effectively with team members regarding project updates.
 - Updated drawings based on changes requested by clients or stakeholders.
 - Responded promptly to emails or phone calls concerning architectural issues.
 - Helped prepare mock-ups and submit them for approval.
 - Completed building permit applications and adhered to deadlines.
 - Took accurate site measurements to support building planning stages.
- 03/2019 - 05/2019 **Intern Architect**
Layne Arthur
 - Assisted in proposal writing, visited sites, and learned about the provincial bylaws and the National

Architecture Ltd.
Regina, SK

Building Code.

- Researched the Passive House building standard and learned how to use the Passive House Planning Package (PHPP) to ensure that new buildings meet it.
- Building modeling in Heat 3 to check for thermal bridges in designs.

08/2018 - 10/2018

Hinduja Global
Solutions (HGS)
Regina

Customer Relations Associate

- Responded to customer inquiries in a fast-paced work environment while providing timely and excellent customer service Responded to customer inquiries
- Provided information on products and services for a premier Canadian telecommunications company.
- Resolved customer complaints and issues.

01/2015 - 09/2016

Nice Konsult Company
Port Harcourt

Intern Architect

- Worked directly under the principal partner, designing, drafting, and carrying out site supervision for a variety of projects across residential designs, churches, and commercial structures.
- Participated in project meetings with clients, contractors, and other architects.
- Attended site visits to observe existing building conditions and take measurements.
- Created renderings of proposed designs for clients' review.
- Provided support to senior architects throughout the design process.
- Assisted in the preparation of construction documents, including floor plans and elevations.

09/2014 - 12/2014

CAP Consultants
Port Harcourt, Nigeria

Intern Architect

- Remodeling of residential properties, with a focus on increasing value and investment return for the client.
- Supported client briefs, drawings, and design approval processes.
- Developed drawings and 3D models of buildings using computer-aided design software.
- Participated in project meetings with clients, contractors, and other architects.

Education and Training

Online

Project Management
Skill Sphere

Edmonton, AB

Some College (No Degree) in Construction Project Management
Northern Alberta Institute of Technology

12/2019

Edmonton, AB

Construction Cost Control
Northern Alberta Institute of Technology

07/2019

Athabasca, AB

Arch 645: Architectural Practice in Canada in Architecture Studies
Athabasca University

07/2018

Online

Advanced Diploma in Graphic Design in Graphic Design
Shaw Academy

01/2018

Leicester, United
Kingdom

Master of Science in Architecture And Sustainability
De Montfort University

05/2015

United States

Fundamentals of Project Planning And Management in Project Management
University of Virginia

Activities

- Drawing/ Painting
- Reading
- Writing
- Traveling
- Listening to music
- Arts and Craft
- Decorating

Accomplishments

- Graduated with Honors (MSc. Architecture and Sustainability)
- Graduated with Merit (BSc. Architecture)

Certifications

- **Construction Project Management Course**

Canadian Construction Association Gold Seal Program

Issued December 2019

Course Accreditation No. 19-01-013

- **Construction Cost Control**

Canadian Construction Association Gold Seal Program

Issued December 2019

Course Accreditation No. 12324584

- **Credential Certification**

Canadian Architectural Certification Board

Issued August 2019

Credential Id 2019-22677

- **Fundamentals of Project Planning and Management**

Coursera Course Certificates

Issued September 2015

Credential ID R7W8M7FUF6

Languages

English:



Native/ Bilingual

Ibibio:



Limited

Spanish:



Limited

Igbo:



Limited

References

References available upon request.