

MEAGHAN BUCKLEY

CONTACT

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meaghanbuckley.com

PROFESSIONAL SKILLS

Organization & Time Management
Leadership
Problem Solving
Customer Service
Graphic Designer
Communication
Administrative Duties
Group Collaboration

SOFTWARE SKILLS

Revit
Rhino
Autocad
Rendering systems (Lumion & Enscape)
Bluebeam
Fieldwire
Google Application
Microsoft Office
Procreate
Adobe Photoshop, InDesign, Acrobat, and
Illustrator
Sketchup

AFFILIATIONS

National Organization of Minority Architects
American Institute of Architecture Students
National Council of Architecture Registration Board

EDUCATION

Savannah College of Art and Design
BFA in Architecture
Minor in Sustainability
Minor in Architectural History
Expected Graduation in 2024
Dean's List Student, GPA 4.0

EXPERIENCE

Cogdell Mendrala Architects

Savannah, Georgia

Architectural Associate, Sept 2022 - Present

- Assembled project-specific bidding documentation, presentations, and RFQs
- Created diagrams illustrating spatial relationships, functional adjacencies, existing conditions, features, infrastructure, and regulatory requirements
- Prepared design alternatives for client review and submittal for regulatory approval
- Communicated design ideas to client with three dimensional computer aided design software
- Created digital 3D model of existing buildings for renovation and addition design
- Completed field reports to document field observations from construction site visit
- Reviewed results from field reports, third-party inspections, and other test results for conformance with contract documents
- Managed project close-out procedures and documentation

Simonian Rosenbaum Architects

Summit, New Jersey

Architectural Intern, Jun-Aug 2021

- Oversaw phones and coordinated clients, contractor, and consultant concerns
- Itemized and cataloged the firm's material library
- Determined project schedule and scope of work
- Drafted construction documents and elevations using Autocad
- Selected furniture, fixtures, and equipment that meet client's design requirements and needs
- Communicated design ideas to the client using hand drawings
- Handled permit collection and documentation following site visit
- Organized finished and ongoing project files into categories

Summit Area YMCA

Summit, New Jersey

Member Services/Administration, 2016-18, 2019-22

- Oversaw technological failures and provided appropriate solutions
- Managed funds acquired through memberships and other services
- Interpreted member concerns to properly formulate answers
- Oversaw phones, equipment, technology, and applications
- Itemized files and documents pertaining to the facility, management, or members
- Coordinated events that occurred on the property
- Handled opening and closure of the entire facility

Shedwool

Chicago, Illinois

Graphic Design Intern, Jun-Oct 2020

- Designed new original art for website
- Personalized new start up features
- Completed commissioned designs in a timely manner
- Organized file folders for designs