

June 12th, 2023

Paul Meconi
Brooklyn, NY 11218
917-860-6922
Paulair2142000@gmail.com

My name is Paul Meconi and I am applying for the Sr Architect/Engineer position. For the past 13 years I worked on many projects in all trades and focused in mechanical design including commercial, residential, hotels, medical offices, dentist offices, and schools.

Thank you for the opportunity.

Thanks

Paul Meconi
HVAC Mechanical designer

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HVAC Mechanical Designer

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Education

Syracuse University

School of Architecture

Bachelor of Architecture - 2009

Skills

AutoCAD, Adobe Acrobat, Adobe Photoshop, Adobe Illustrator, Microsoft Word, Excel

Experience

Caples Jefferson Architects - NYC - Summer/Winter 2006-09

- Prepared final display model for Weeksville Heritage Center in Brooklyn.
- Prepared final drawings and models for Queens Theatre In The Park.
- Worked with AutoCAD and Photoshop to produce interior renderings.

Jack Green Associates Consulting Engineers - NYC - Full time 2010 - 2023

- Prepared AutoCAD drawings in mechanical design for ductwork, new AC units (air cooled, air cooled split, VRF and water cooled), exhaust, heating and some boiler and cooling tower work.
- Design work includes commercial pre-builts and new tenant designs from proposals to sign off documentation for portfolios including the Kaufman Organization and GFP Real Estate.
- Worked on various NYC DCAS projects from design to review responses and sign-off including ACS and the Department of Finance.
- Worked on projects including commercial, residential, hotels, medical offices, dentist offices, and schools.
- Created filing drawings for mechanical contractors in need of NYC DOB Equipment Use Permits.
- Prepared NYC Landmark filings including initial design, coordination and sign-off.
- Familiar with NYC DOB expeditor filing process. Completed various DOB and DOB Portal filings from initial filing to sign-off.
- Conducted onsite meetings, Zoom meetings and in office meetings.
- Conducted field surveys including taking measurements and documenting field conditions.
- Friendly and coordinated new designs with various NYC air conditioning vendors including Klima NY, DNT, MWSK Equipment and ADE Group.

ABOUT

Currently I enjoy gardening.