

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 Jr 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

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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.