

Jacob Levine
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EDUCATION

Northeastern University
Degree: Bachelor of Science
Major: Architecture Studies

September 2011 - May 2016
Boston, MA

Relevant Courses: History of World Architecture I and II, Architecture Modernity and the City Studio: Fundamental Architectural Appreciation, Fundamental Architecture Design, Site Space and Program, Urban Institutions, Advanced Architectural Communication, Architecture Infrastructure and the City, Contemporary Practices and Sustainable Futures, Berlin Architecture and Urbanism, Intro to Building Systems.

PROFESSIONAL EXPERIENCE

IMEG Corp. formerly Architectural Engineers inc.
Assistant Project Manager, MEPFP

June 2019– Present
Boston, MA

- Managed a portfolio of MEPFP projects ranging from \$1M to \$200M in value, including project planning, scheduling, budgeting, and risk management as a consultant and prime.
- Provided leadership to the project team, including engineers, designers and BIM coordinators to ensure the successful delivery of projects within budget and timeline.
- Developed and maintained project schedules and budgets, tracked project progress, and provided regular updates to senior management and clients.
- Ensured compliance with project specifications, codes, and regulations, and managed the quality control process to ensure high-quality deliverables.
- Developed and maintained strong relationships with clients and acted as the primary point of contact for all project-related communication.
- Conducted regular site visits to monitor project progress and ensure compliance with safety and quality standards.
- Assisted in the preparation of proposals, bids, and presentations for potential projects.

Architectural Engineers Inc.
Building Systems Modeler

May 2015 - July 2019
Boston, MA

- Supported senior project managers in managing MEPFP projects, was a primary contact for BIM coordination.
- Conducted site visits to accurately model spaces to ensure smooth construction administration period by avoiding change orders.
- Managed the BIM process for multiple projects from pre-construction to close-out, including developing BIM standards, protocols, and workflows.
- Developed and maintained the BIM Execution Plan (BEP) for each project, including the definition of BIM deliverables, project milestones, and quality control processes.
- Coordinated with project stakeholders, including architects, engineers, contractors, and owners, to ensure the successful implementation of BIM technology and processes.
- Provided technical leadership to the BIM team, including BIM coordinators, modelers, and designers, to ensure the successful delivery of BIM models and deliverables.
- Developed and delivered BIM training to project team members and stakeholders to ensure successful implementation and use of BIM technology.
- Developed and preserved strong relationships with clients and acted as the primary point of contact for all BIM-related communication.

Kleinfelder

Architectural Intern

January 2015- August 2015
Boston, MA

- Drew and processed plans, sections, elevations and rcp's for submittals.
- Created graphics for posters, presentations and diagrams.
- Supported structural, civil and community relations as needed.
- Researched details and construction processes.

LEADERSHIP EXPERIENCE

Architectural Engineers Inc. Diversity, Equity & Inclusion Committee Chair

January 2019 - January 2022

- The DEI Committee Chair is a key leader responsible for promoting diversity, equity, and inclusion within an organization. Developing strategies, policies, and initiatives to create an inclusive environment, ensuring fair treatment and opportunities for all. The role required leading weekly meetings to ensure deliverables were met, including weekly blog posts, employee interviews and policy changes. Under my leadership we successfully changed policy to allow employees to include pronouns in email signatures, as well as changed the office holiday calendar to fall more in line with the diversity of the company.

SKILLS & INTERESTS

Technical Skills:

MEPFP systems design and engineering

Budgeting and cost control

Stakeholder management

Technical leadership

BIM technology and software proficiency, including Autodesk Revit, Navisworks, and BIM 360

BIM standards and protocols development

Adobe Creative Suite and Microsoft Office Suite software proficiency

Interests: Golf, Photography, Gaming