



# MARCELLE BERNARD

MEP ASSISTANT/INTERN

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## EDUCATION

### Mechanical Engineering Technology

2022-2024

New York City College of Technology  
Mechanical Engineering

### Bachelors of Engineering

2018-2021

City College of New York  
Mechanical Engineering

### High School Diploma

2014-2018

Urban Assembly Maker Academy  
Advanced Placement Mathematics

## PROFESSIONAL EXPERIENCE

### Engineer's Assistant

2020- 2022

#### HHF Design Consulting, TLD

- Assist in mechanical, electrical, and plumbing surveys to document existing conditions.
- Set up and participate in coordination meetings and inspections.
- Interpret red-line drawings to create shop drawings.
- Review plans and schedules.
- Aid in desing calculatons and sizing mechanical systems.
- Help keep track of office finances.
- Create proposals and invoices with a detailed scope of work, goals, budget, deliverables and legal clauses.
- Gather necessary documents to process DOB-Now filings.

### Intern

2019- 2020

#### Archnimations

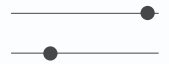
- Convert the designs of architects and engineers into technical drawings using.
- Develop attractive diagrams for developers using Illustrator and Photoshop.
- Perform mechanical surveys for load calculationsd and shop drawings and architectural surveys to built 3D models and renderings.

### Drafter

2018-Present

## LANGUAGES

Spanish  
German



## ACHIEVEMENTS

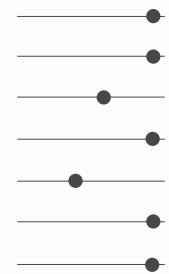
Selected to design the mechanical layout for Tom Rothman (CEO of Sony Pictures Entertainment Inc.)  
2022

Private Pilot Licence  
2022

Skipper Sailor Certification  
2021

## SOFTWARE

Revit  
AutoCAD  
Adobe Ps / Ai / Id  
Microsoft Office  
Mastercam  
Skype / Teams / Zoom  
PC / Mac



## SKILLS

Public Speaking  
Critical Thinking  
Leadership  
Strong Attention to Detail

## INTERESTS

Travel  
Aviation  
Sailing  
Dancing