

JAYMIN SHAH

3665 John F Kennedy Blvd, Jersey City, NJ 07307

◆jaymins6560@gmail.com◆ +1 848-248-6088

LinkedIn URL: - www.linkedin.com/in/jaymin-shah-26355b145

EDUCATION:

| | |
|---|------------------------------|
| University of Cumberlands , Williamsburg, KY Executive Master of Business Administration | Jan 2022 - Present |
| New York Institute of Technology , New York, NY Master of Science in Energy Management and System Technology | Jan 2017 - Dec 2018 |
| Institute of Technology and Management Universe , Vadodara, India Bachelor of Science in Mechanical Engineering | June 2014 - June 2016 |

WORK EXPERIENCE:

| | |
|---|----------------------------|
| Senior Account Manager, Energy Efficiency ICF Consulting, New Jersey, USA | May 2021 – Present |
| <ul style="list-style-type: none">• Building and maintaining relationships with key market actors in the home improvement industry.• Conducting partner recruitment activities to achieve the program goals for contractor and consultant recruitment.• Maintaining strong ongoing communications with participating contractors and consultants to assess their needs and to receive feedback on their experience with the program.• Analysis of energy savings and verification of compliance reported through eligible projects.• Contributing to the evolution of program strategies and the design of program features and services.• Contributing to the deployment of program marketing and outreach campaigns also conducting market ally outreach and training as needed.• Effectively communicate to both technical trade allies and non-technical audiences• Conduct, coordinate with, or follow up on desktop, remote, or in-field Quality Assurance activities, as appropriate, to approve incentive applications and verify installed measures• Work as part of the team ensuring that the implementation of client-sponsored energy projects are successfully executed | |
| Energy Auditor / Quality Control Inspector Greater Bergen Community Action, New Jersey, USA | Jan 2019 – May 2021 |
| <ul style="list-style-type: none">• Conducted BPI Energy Audit for single and two-family residential buildings• Inspecting and analyzing building envelope, HVAC systems, heating systems, electrical, plumbing, and all other aspects of building characteristics• Conducting diagnostic testing on audited homes; including blower door tests, and combustion analysis on homes containing combustible appliances and or heating systems• Generate house model in NEAT and MHEA audit software to analyze the house utility consumption and savings to investment ratio• Performed ASHRAE 62.2 -2016 Ventilation calculation for house ventilation requirements, also utilizing knowledge of International Mechanical and Building Codes• Developing and writing energy audit reports as well as corresponding scopes of work for energy efficiency retrofits based on health and safety priorities as well as savings to investment ratios• Observe work performed for compliance and assure all work is accomplished which includes accessing attics and crawlspaces | |

Energy Research & Corporate Sustainability Analyst Intern

July 2018 – Oct 2018

Associated Renewable, New York, USA

- Conducted ASHRAE Level 1 & 2 Energy Audit for commercial and high-rise residential buildings
- Conducted building benchmarking using ENERGY STAR Portfolio Manager
- Performed spreadsheet-based calculations to identify energy conservation measures (ECM) and high-potential retrofit strategies
- Working on a variety of energy-saving calculations, strategies, and projects
- Conducting project fieldwork, analysis, and report production using standard resources and templates and custom tool development.
- Utilize energy modeling applications and other simulation techniques to predict benefits from energy efficiency and retro-commissioning projects
- Review calculations and assumptions used to estimate or measure savings
- Keeping managers aware of project schedules and progress and providing regular time charging/budget updates as requested
- Communicating with contractors and program administrators regarding program requirements

Senior Mechanical Engineer

June 2016 - Dec 2016

Alpha Engineers, Vadodara, India

- Inspected gear manufacturing equipment for preventive maintenance reasons
- Developed gear design in AutoCAD and cost and time estimates of planned maintenance work
- Review business sales and inventory plans for conformity with company laws and regulations
- Recognizing company requirements, health & safety, and production needs at all times
- Work in close partnership with cross-functional teams and management
- Design Production test fixtures as well as generate technical documentation needed in
- Determine the root cause for complex issues and develop practical, efficient, and permanent

Mechanical Engineer

May 2014 - May 2016

Alpha Engineers, Vadodara, India

- Communicate directly with the PM team regarding inventory plans, vendor appointments, damaged products
- Responsible for planning, scheduling production activities, supervising the production process
- Created different gear profiles and designs in AutoCAD as per the customer requirement
- Evaluating performance and ensuring the proper servicing and maintenance of equipment is carried out in appropriate time frames
- Ensuring that administration requirements are actioned on time and all necessary documents/records are maintained accurately
- Assist in task planning, estimation, and scheduling
- Generate design plans for new product offerings as well as to enhance existing products based on new business objectives

CERTIFICATION:

- BPI Building Analyst
- BPI Energy Auditor
- BPI Quality Control Inspector
- BPI Multifamily Building Analyst
- LEED Green Associate
- Autodesk AutoCAD

COMPUTER SKILLS:

Computer Skills: Microsoft Office, Excel (VBA), PowerPoint, Cero (Basic), Revit (Basic), REM Rate