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# HVAC PROJECT ENGINEER RESUME

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## Objective:

To help company meet their goals and be successful while holding the position of a HVAC Project Engineer.

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## Highlights of Qualifications:

- Extensive experience in HVAC and managing HVAC projects
  - Profound knowledge of HVAC engineering design programs
  - Familiarity with calculations, layout and sizing of HVAC and Plumbing projects
  - Exceptional knowledge of the installation and commissioning of HVAC equipments
  - Remarkable ability to understand design codes and its specifications
  - Immense ability to manage budget and meet all deadlines
  - Proficient with AutoCAD and MS office Suite
  - Outstanding organizational skills
  - Skilled to perform pre-commissioning of the air and water balancing procedures
  - Proficient in providing investigation and construction services
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## Professional Experience:

HVAC Project Engineer, August 2005 – Present  
Hunton Trane, Greenville, NC

- Monitored projects and ensured its proper execution.
- Prepared the submittals required for the materials and ensured that they were in compliance with the specifications.
- Inspected the material and escalated all issues to the consultants.
- Organized the working of the project, procured the major items such as pumps and exhaust fans.
- Evaluated the job performed and provided the necessary follow up for payments.
- Developed drawings for the job close out and prepared the O&M manuals.
- Scheduled the project and performed monthly audits and ensured that the project timeline was maintained.

HVAC Project Engineer, May 2000 – July 2005  
R Bacote & Associates, Greenville, NC

- Provided technical support to the Sales and Engineering team.
  - Developed the engineering equipment submittal and prepared contract drawings.
  - Evaluated the engineering drawings and coordinated to install the required equipments.
  - Assisted the customer and reviewed the work, gathered the customer's requirement and obtained a deadline for the project.
  - Monitored the project and tracked the delivery of the materials to the site, ensured that the shipping schedule meet the project schedule.
  - Documented project progress and submitted all financial projects to management.
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## Education:

Bachelor's Degree in Mechanical Engineering, Mercy College, Dobbs Ferry, NY

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