

## JAYMIN SHAH

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### EDUCATION:

<b>University of Cumberlands</b> , Williamsburg, KY	<b>Jan 2022 – Aug 2023</b>
Executive Master of Business Administration	
<b>New York Institute of Technology</b> , New York, NY	<b>Jan 2017 - Dec 2018</b>
Master of Science in Energy Management and System Technology	
<b>Institute of Technology and Management Universe</b> , Vadodara, India	<b>June 2012 - June 2016</b>
Bachelor of Science in Mechanical Engineering	

### WORK EXPERIENCE:

<b>Engineering Project Manager</b>	<b>May 2025 – Present</b>
Willdan, New York, USA	
<ul style="list-style-type: none"><li>Managed 150+ projects across planning, execution, and closeout stages for Multifamily Residential energy efficiency program.</li><li>Collaborated with Program Managers to define scopes, set KPIs, develop budgets, and align project timelines with utility and regulatory standards.</li><li>Coordinated cross-functional teams and external vendors to ensure smooth communication and efficient project delivery across all program stages.</li><li>Tracked project performance using metrics and dashboards, evaluated results, and provided data-driven insights to improve energy savings outcomes.</li><li>Conducted audits and compliance checks to ensure regulatory adherence, quality assurance, and program integrity across all active projects.</li><li>Identified process inefficiencies and implemented improvements to optimize program delivery, saving time and increasing customer satisfaction.</li><li>Provided training and mentorship to junior staff and interns, enhancing team capabilities and fostering a culture of growth and accountability.</li><li>Represented the organization at industry events and utility meetings, staying informed on emerging energy technologies and integrating best practices into projects.</li></ul>	
<b>Energy Engineer</b>	<b>Feb 2023 – May 2025</b>
FST Technical Services, New York, USA	
<ul style="list-style-type: none"><li>Conducted 30+ ASHRAE Level I &amp; II energy audits, achieving 5-20% energy savings per project.</li><li>Completed Local Law 87 audits for residential and commercial buildings, reducing energy usage by 10-25%.</li><li>Performed new &amp; existing construction commissioning audits for residential, hospital, school, and retail building.</li><li>Performing facility utility analysis and energy benchmarking using EnergyStar Portfolio Manager.</li><li>Conducting project fieldwork, energy savings calculation, and report production using standard resources and templates and custom tool development.</li><li>Delivered high-quality reports with less than 5% QA/QC rework, ensuring minimal revisions.</li><li>Managed 10-15 concurrent projects, maintaining a 95% client satisfaction rate and meeting all deadlines.</li><li>Reviewed energy savings calculations with <math>\pm 10\%</math> accuracy, ensuring reliable projections.</li><li>Conducting on-site meetings and presentations and providing answers to technical and program related questions.</li><li>Maintained up-to-date knowledge on industry trends through continuous professional development.</li></ul>	

**Senior Account Manager, Energy Efficiency****May 2021 – Feb 2023**

ICF Resources, New Jersey, USA

- Conducted QA/QC energy audits annually in collaboration with contractors, achieving an average energy savings of 20% on costs for energy conservation measures (ECMs) in residential and multifamily facilities.
- Identified and quantified energy conservation measures related to Building envelop & HVAC systems, resulting in a minimum 15% improvement in overall energy efficiency.
- Analyzed utility tariffs and operational costs to enhance project selection, leading to a 10% increase in cost-effective solutions.
- Managed all phases of project development, reducing completion time by 25% through effective auditing and measure implementation.
- Reviewed design documents and supporting documentation to validate scopes of work, ensuring 100% compliance with industry standards.
- Maintained strong communication with contractors and consultants, enhancing project satisfaction ratings by 30%.
- Evaluated energy savings using modeling software like SnuggPro and REM/RATE, improving projection accuracy by 5%.
- Collaborated with cross-functional teams to ensure a 90% success rate in executing client-sponsored energy projects.

**Energy Auditor / Quality Control Inspector****Jan 2019 – May 2021**

Greater Bergen Community Action, New Jersey, USA

- Managed the Weatherization Assistance Program for 100+ homes, improving energy efficiency by 15-25% while ensuring compliance with program guidelines.
- Directed and supervised energy audits, inspecting building envelopes, HVAC, heating, and electrical systems to identify opportunities for energy-saving upgrades.
- Oversaw diagnostic testing, including blower door tests and combustion analysis, on residential homes, ensuring 100% compliance with safety standards and program requirements.
- Modeled energy consumption and savings-to-investment ratios using NEAT and MHEA software, achieving 20-30% energy reduction across weatherized homes.
- Performed ASHRAE 62.2-2016 ventilation calculations for 100% of audited homes, ensuring compliance with mechanical and building codes.
- Managed energy audit reports and scopes of work, ensuring retrofits prioritized health, safety, and cost-effective energy savings.
- Supervised contractors, ensuring 100% adherence to project timelines, budget, and quality standards, while managing retrofit project budgets with 100% cost control.
- Monitored and ensured quality assurance for 100% of retrofit projects, accessing attics and crawlspaces as necessary to verify completion and compliance.

**CERTIFICATION:**

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|----------------------------------|---|
| • Certified Energy Manager (CEM) | • Project Management Professional (PMP) |
| • BPI Building Analyst           | • LEED Green Associate                  |
| • BPI Energy Auditor             | • BPI Multifamily Building Analyst      |
| • BPI Quality Control Inspector  | • OSHA 40 Hour HAZWOPER                 |

**COMPUTER SKILLS:**

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