

Jennifer M. Kules
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Education:

Grand Valley State University: Bachelor of Science Degree: Film & Video - December 2002

Employment:

Project/Quotations Manager *John S. Hyatt and Associates, Inc.* 1999 - present

Quotations Manager

- Assess and obtain bid documents for theatrical lighting, rigging, curtains, fixture and control systems
- Act as primary contact on all major projects with owners, contractors and hired labor
- Coordinate installation schedules in accordance with manufacturers and client needs
- Prepare sales packages and quotations, and perform appropriate follow-up phone calls
- Arrange and coordinate site visits with clients in order to formulate specialty curtain & rigging quotes
- Issue, track and execute purchase orders and return authorization requests

Project Manager

- Issue, track, execute purchase orders
- Prepare sales packages and quotations
- Consolidate purchase orders to vendors for maximum efficiency
- Assess project to assure complete and comprehensive working system
- Meet customer delivery requirements
- Prepare invoicing at project completion

Rental Agent

- Service walk-in customers, prepare rentals and instruct in use of rental equipment
- Provide accurate and timely equipment lists and pricing to prospective clients
- Answer phones, track inventory, track and contact and arranged for collections
- Maintain a standard of careful, creative, and well-timed logistics control

Sales representative

- Issue, track, execute purchase orders
- Prepare sales packages and quotations
- Consolidate purchase orders to vendors for maximum efficiency
- Meet customer delivery requirements
- Service walk-in customers
- Maintain inventory
- Supervise up keep of showroom and warehouse
- Provide accounting
- Maintain omnibus shipping log

Project Lighting Designer

- Inner City Christian Federation "Raising Roof" Fundraiser, Nanci Griffith Concert
- Afro Cuban All-stars Concert, WYCE Event
- Broadway Theater Guild New Year Celebration 2002
- Mason Street Warehouse/Lake Shore Community Arts Center Fundraiser Concert
- Mason Street Warehouse Fundraiser, "An Afternoon with Sutton Foster"

Assistant Manager *Broadway Theater Guild's Stage Door* 1997 - 1999

Duties included:

- Oversee and maintain store stock inventory
- Create weekly merchandise orders
- Consolidate purchase orders to vendors for maximum efficiency
- Assist in store accounting and monthly vendor payments
- Service walk-in customers
- Prepare weekly store employee schedules
- Supervise up keep of store front
- Prepare nightly depository
- Administer Ticketmaster sales and activities

Assistant Manager *Believe in Music* 1994 - 1997

Duties included:

- Oversee and maintain store stock inventory
- Create weekly merchandise orders
- Consolidate purchase orders to vendors for maximum efficiency
- Service walk-in customers
- Prepare weekly store employee schedules
- Supervise up keep of store front
- Prepare daily depository
- Administer Ticketmaster sales and activities

Other Skills/Training:

WYSIWYG Certification, ETC Express Console Certification, Blueprint Reading Certification, Word, Excel, Outlook, Access, PowerPoint, QuickBooks, SpecWriter II

Honors:

Grand Awards for Outstanding Lighting Design.

Eight Nominations, including:

Passion, Merrily We Roll Along, Steel Pier, Scrooge: The Musical, W;t, Chicago: The Musical, North Star, Bat Boy: The Musical

Designs awarded:

Passion; Circle Theater, 1997.

Scrooge: The Musical; Civic Theater Grand Rapids, 2000.

Bat Boy: The Musical; Actor's Theater, 2003.