

# JENN BOBO

## EXPERIENCE

### **Mind The Gap, Inc. — Labor Services Manager — Dec. 2021 - Aug. 2023**

Responsible for communicating with the client to understand the scope of work and the labor needs for their project. Created and updated estimates for the client and acquired approval on labor cost. Imported the estimate into our booking platform as days and shifts. Tracked labor for all projects and distributed final invoices. Responsible for accurate weekly payroll, record keeping and recurring meetings.

### **Mind The Gap, Inc. — Labor Services Coordinator — Aug. 2021 - Dec. 2021**

Oversaw the new employees throughout their onboarding process. Assisted employees in the integration and use of the booking platform. Tracked expired training, certifications, and vaccination status of all active employees and informed the labor team of the individual's standings. Maintained accurate employee records.

### **Freelance — Virtual/Hybrid Events Moderator — Aug. 2020 - Dec. 2021**

Worked for a multitude of companies, managed virtual and hybrid events of all types. Produced events individually or in a group of technicians with a variety of equipment.

### **N/A Collective — CAD Drafter — Oct. 2019 — June 2020**

Used the creative team's drawings in SketchUp and collaborated with the technical director to produce accurate drawings to send to the shop for construction. Responsible for designer drafting packages for our office remodel in NYC and the installation and build package for Twitter's pop-up at SXSW 2020, canceled due to COVID-19 after submitting the final drafting package.

### **Williamstown Theatre Festival — Prop Artisan — 2017, 2018, 2019 Seasons**

Worked as a prop artisan fabricating, repairing and sourcing furniture and props for the season's shows. Collaborated with a team to turn over rehearsal and performance spaces. Led interns in construction projects and taught techniques.

### **The University of Oklahoma — Scene Shop Assistant — 2015 - 2019**

Worked in the scene shop as a carpenter, scenic artist and props artisan. Lead groups in building sets, props, and scenic painting while teaching younger classmates industry construction methods and safe tool usage for university shows.

## EDUCATION

### **The University of Oklahoma — BFA in Theatre — Scenic Design**

Excelled in education while working in the scene shop and designing plays, musicals, dance, and opera. Participated in local and national technical competitions, winning many awards and attending conferences where

### **St. Agnes Academy — A Catholic Dominican All-Girls School**

Participated in school choir, morning television, and technical theatre extracurriculars while maintaining a high GPA throughout all four years of education.

## PUBLICATIONS

***A UV Effect Gives An Angel Its Wings*** - Collaborated with Rosco to publish an article in their Rosco Spectrum Blog for use of their UV light activated paints which was published in May 2018.

## CONTACT

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They/Them

## REFERENCES

### **Aaron Mason**

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### **Jon Young** (USA 829)

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### **Meghan Buchanan**

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## SKILLS

Photoshop

Vectorworks

Project Management

Multitasking

Invoicing

Estimating

Payroll Processing

Gsuite

Employee Management

Client Communications

Event Planning

Website Management

Staffing

## INTERESTS

Antiques

Cooking

Collecting

Restoration

Woodworking