

JENNIFER

LENHART-BELAWSKI

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PROFESSIONAL PROFILE

Administrative Professional with more than twenty years of extensive experience in estimating, cost tracking, billing, payroll, scheduling, and employee training. Strong analytical, and organizational skills with proven ability in the areas of conflict and resource management. Recognized for innovation, adaptability and attention to detail. Established track record with additional expertise in the following areas:

- Service and support
- Courteous demeanor
- Strong and reliable time management
- Conflict resolution expert
- Critical thinker
- Mentoring
- Budgeting/Forecasting
- Project/Process Management
- Problem Resolution
- Vendor Evaluation
- Client Relations
- Operations/Office Management

TECHNICAL SKILLS/TRAINING

- Highly skilled in Microsoft Office Suite
Word, Excel, PowerPoint, Publisher, Outlook
- 20 + years of experience with ScheduALL
Production facility and resource scheduling software.
- Also experienced with SAP and various accounting, and purchase ordering software
- Entertainment Partners SmartTime/SmartStart Payroll software
- SmartSheet, Google Drive apps, Trello, SharePoint
- Leadership Challenge and DiSC Assessment Workshops

AWARDS / VOLUNTEER WORK

- Universal "Excellence In Leadership" award 2018
- Universal Team Member Satisfaction Committee 2019 - 2020
- Girl Scouts of Citrus Council Volunteer for 15+ years
- "Troop Leader of the Year" award 2015
- Magic Volunteer Program "Hall of Fame" Award 2005-2013

EDUCATION

University of Central Florida

Bachelor of Arts Communications : Radio/TV Broadcasting
Minor: Sociology

WORK HISTORY

Manager, Production Scheduling & Fulfillment

Universal Orlando Resort | Production Group | Sept 2015 - June 2020

- Central point of contact for scheduling and project assignment of staff and freelance production managers for internal and external production requests.
- Track and communicate the status of requests with clients and manage production schedule for all sound-stages, backlot, resort properties, and studio facilities.
- Hire and schedule external production services, crew and equipment.
- Oversee and administer production purchasing including: vendor set up, review and negotiate rates for vendor estimates, and creation/tracking of purchase orders.
- Collaborated with Risk Management dept. to establish protocols and procedures for vetting and approving production vendor Certificates of Insurance.
- Provide estimates and track costs for all productions.
- Manage on-boarding, scheduling and payroll of staff and freelance production assistants, coordinators and other non-technical labor required for projects.
- Negotiate fees, develop master contracts and process vendor payments. Ensure efficient utilization of resources and vendor fees that are fair and reasonable.
- Represent management during scouts and production business development meetings.

Technical Services Supervisor

LMG, INC. | Systems Integration | Jan 2015 - Sept 2015

- Answer client service call requests promptly and professionally.
- Schedule technicians on new installations and all service calls and track all hours for weekly payroll processing.
- Act as a liaison between the integration service team and the sales team to schedule technicians.
- Coordinate damaged/broken equipment RMAs and managing the return of equipment to and from clients and vendors.

Broadcast Technology & Services Manager

Orlando Magic | RDV Sportsplex/Amway Center | Aug. 2004 - June 2014

- Member of the Amway Center development team providing broadcast staffing and operations consultation during the construction of what is regarded as the most technologically advanced professional sports arena in North America.
- Organized a job fair, interview sessions and department orientation for approximately 75 new production and technical staff members resulting in the successful opening of the new Amway Center.
- Established and enhanced connections with diverse clientele through various levels of communication, from National and Local TV partners to contracted equipment vendors and the City of Orlando arena management. These efforts resulted in positive working relationships and increased productivity.

Corporate Account Services & Branch Office Manager

Charter Broadcast | National Headquarters | Feb. 2002 - Aug. 2004

- Managed the collection of all customer payments and posting to appropriate accounts.
- Analyzed customer account applications and assigned credit limits based on credit history.
- Created improved account application and credit reference request forms, streamlining the credit approval process for new customer accounts.
- Decreased account receivable accounts ageing over 90 days by 40% in less than 2 months through the revision and implementation of credit policy.
- Performed all aspects of branch billing including the efficient distribution of invoice related paperwork.
- Created an order tracking database for the corporate sales department that provided valuable forecasting and accurate job costing information for meeting the monthly budget.
- Produced and maintained a detailed log for tracking all missing and damaged equipment returned from various projects which resulted in a balanced inventory and assisted in reporting accurate loss estimates and forecasting repair and maintenance budget.

Operations Supervisor

Nickelodeon Studios Florida | Studio Operations | Jan 1994 - July 2001

- Designed, created and updated all scheduling, work order and in-house billing layouts.
- Worked as a liaison with the corporate IT department to merge the existing local scheduling database into a corporate-wide database.
- Created detailed production/post-production reports for all clients to effectively manage project costs as compared with budgets.
- Management of studio media library and staff.