

# Jenna Heo

jennheo426@gmail.com

(608) 886.7470

www.JennaHeo.com

## SUMMARY OF STRENGTHS AND SKILLS

- Thorough understanding of project and technical management in the entertainment and theme park environments.
- A collaborator and problem solver with a positive attitude.
- Strong organization skills. Able to structure schedules, prioritize tasks, and improve productivity.
- Ability to complete a quality product within strict deadline and scope.

## SOFTWARE:

AutoCAD 2D ●●●●●  
AutoCAD 3D ●●●●●  
Microsoft Office ●●●●●  
Bluebeam ●●●●●  
Adobe Illustrator ●●●●●○

## LANGUAGE:

English ●●●●●  
Korean ●●●●●  
Japanese ●●●●●○

## CERTIFICATION:

OSHA 30-hour  
CPR • AED • First Aid

Member of USITT  
Member of TEA  
Driver's license  
Passport holder

## SELECTED TECHNICAL PRODUCTION EXPERIENCE

### Assistant Technical Manager      Universal Studios Hollywood      Present

- Manages broad technical aspects such as fabrication, installation, facility interface, and jurisdictional requirements for large-scale seasonal entertainment events including Halloween Horror Nights.
- Provides managerial oversight to external vendors and in-house union crews and integrates technical elements.
- Organizes technical documents, such as material tracking spreadsheets, daily reports, scope packages and drawing packages.
- Works closely with compliance agencies including Building and Safety, Fire Department, and EHS.

### Project Manager / Team Lead      Disney Imaginations Competition      2019

- Formed the team of two designers and an architect. Collaborated with the creative team to deliver a concept via blue-sky thinking. Oversaw the project to ensure it stays within the time and the scope.

### Technical Director      Yale School of Drama      2018

- Responsible for tracking budget, detailed scheduling, hiring, overseeing the technical team, preparing daily reports and safety documentation, and arranging a safety inspection with the Fire Marshall for *Much Ado About Nothing*.
- Analyzed hazards and risk factors and determined appropriate ways to eliminate the hazard.
- Oversaw technical design for automation, build, and execution. Led interdepartmental conversation for *Seven Spots on the Sun* to create the optimal working condition where everyone can perform at their best efficiency.

### Assistant Technical Director      Yale Repertory Theatre      2017

- Responsibilities included a thorough site survey, collaboration with other technical departments, and good communication with union crews and vendors for *Native Son*.
- Estimated the cost of materials and labor based on the design packet. Constantly communicated with the designers and identified potential challenges.

### Production Apprentice      Center Theatre Group      2017

- Assisted the Technical Director for the Kirk Douglas Theatre for *Big Night*. Responsibilities included rigging, preparing professional bid packages, technical designing, material purchasing, and communicating with the carpenters and designers.
- Responsible for technical design, drafting fabrication drawings, and rigging installation for scenic units.

## EDUCATION

### Yale School of Drama      MFA Candidate Technical Design and Production      2019

- Thesis: *A Bridge to Fantasyland: The Transition from Theater Technical Director to Theme Park Industry Manager of Technical Integration*

### University of Washington      BA Drama—Scenic Design & BA Art—Interdisciplinary Visual Art      2014

## REFERENCES

Reference Available Upon Request