

## OBJECTIVE

To obtain a challenging lighting industry position where my creativity, problem solving skills, and experience in commercial lighting can be utilized to drive customer satisfaction and company revenue to higher levels.

## CONTACT

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- (845) 275-5821
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## EDUCATION

MAHOPAC HIGH SCHOOL  
Mahopac, NY

MIDLANDS TECHNICAL COLLEGE  
Netowrk+, A+  
Continuing education courses

## SKILLS

- Reading Lighting Schedules
- Inside Sales and Quotations
- Associate Project Management
- Computers and IT Support

# Jennifer Lindlief

## LIGHTING INDUSTRY PROFESSIONAL

I bring to the table nine years of experience in the commercial electrical and lighting industry, during which time I have developed valuable transferable skills in sales, project management, product and employee training, and problem-solving.

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## EXPERIENCE

**PROJECT MANAGER** CONSOLIDATED ELECTRICAL DISTRIBUTORS  
April 2025 – Current

Manages lighting and electrical gear projects through project lifecycle post quotation, including purchase order entry, monitoring and providing shipping schedules, ensuring correct and on time billing, and post sales warranty issues. Communicates with customers and rep agencies to provide quality customer service in demanding situations.

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**ASSOCIATE PROJECT MANAGER** CREATIVE SYSTEMS LIGHTING  
October 2023 – April 2025

Provided end to end solutions for 10+ large volume lighting agencies and their distributor customers by assisting in the entire purchase lifecycle including quotation, order entry, tracking shipments, correcting delivery issues, and post order warranty issues. Built strong relationships and delivered high quality customer service through phone and high-volume email with a response rate of 98% within 24 hours. Used strong judgment to balance being policy-driven with making it right for the customer.

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**INSIDE SALES REP** CONSOLIDATED ELECTRICAL DISTRIBUTORS  
April 2017 – September 2023

Provided inside sales and quotations within the commercial electrical and lighting industry. Utilized and developed transferable skills in sales, quotations, order management, and product lifecycle tracking. Collaborated with coworkers and vendors on both small and large scale lighting and electrical projects, ensuring communication was clear, consistent, and most of all accurate.