

ABBHEY HELFEN

CONTACT

✉ abbey.helfen@gmail.com
(571)-340-9158
🌐 www.abbeyhelfen.com
🌐 linkedin.com/in/abbeyhelfen

EDUCATION

Oklahoma City University
Bachelor's of Fine Arts in Design & Production
• Emphasis: Stage & Production Management
• GPA: 3.7/4.0

AWARDS

2018 National Capital Area Cappies
Stage Management & Crew Award
Abbey Helfen & The RRP A Sweeps
Rock Ridge High School's
Production of Mary Poppins

THEATRICAL

Stage Manager

King of Pangaea Apr 24'
Lyric Theatre of Oklahoma

Suor Angelica & Pietá Dec 23'
OCU School of Music

Sunday in the Park with George Apr 23'
OCU School of Music

She Kills Monsters Dec 22'
OCU School of Theatre

Rent Jan 20'
Rock Ridge Performing Arts

Legally Blonde Dec 19'
Rock Ridge Performing Arts

Bright Star Jun 19'
Rock Ridge Performing Arts

Newsies Mar 19'
Rock Ridge Performing Arts

Newsies Mar 19'
Rock Ridge Performing Arts

Mary Poppins Apr 18'
Rock Ridge Performing Arts

The Addams Family Oct 17'
Rock Ridge Performing Arts

MEMBERSHIPS

United States Institute of Technical Theatre
As of: February 16th, 2024
Stage Managers' Association
As of: February 2nd, 2025

SOFTWARE

Collaboration & Communication
Dropbox | Google Drive | Google Meet | Remind
Slack | Teams | Trello | Zoom
Education
Google Classroom | GradeBook | Kahoot | Remind
Quizlet | Schoology | Turnitin | Vimeo | Youtube
Office Management
Calendly | Google Calendar | DocuSign
Monday.com | Outlook Calendar | Quickbooks
Productivity
Google: Docs | Forms | Maps | Sheets | Slides
Microsoft: Excel | Powerpoint | Word
Apple: Keynote | Numbers | Pages
Theatrical & Creative
Acrobat | Callboard | Canva | ETC Eos Basics
Garageband | iMovie | Photoshop | Q-Lab
Stage Write | Vectorworks

PROJECTS

Glass Rose Weddings & Events
• Projected Launch - January 2026

CERTIFICATIONS

30 Hour General Industry Outreach
• Occupational Safety & Hazard Association
QC Events School
• Event and Wedding Planning

SKILLS

Organization & Leadership

- Time Management
- Organization
- Multitasking
- Dependable
- Detail Oriented
- Critical Thinker
- Problem Solver (Strategic & Creative)
- Proactive Planner
- Active Listener
- Conflict Resolution
- Observant and Intuitive
- Calm in stressful and fast paced circumstances

Interpersonal & Communication

- Written and Verbal Communication
- Adaptable in New Environments
- Collaborator and Team Player
- Interpersonal Relations
- Building Professional Relationships
- Empathy and Emotional Intelligence

WORK EXPERIENCE

Peet's Coffee & Tea

Barista

- Prepared and served a variety of coffee and espresso beverages with attention to quality and presentation.
- Provided exceptional customer service, engaging with patrons to create a welcoming and friendly environment.
- Managed cash register transactions, processing payments accurately through cash, card, and mobile payment systems.
- Maintained cleanliness and organization of the coffee bar, including equipment, countertops, and customer seating.
- Operated and maintained coffee brewing equipment, ensuring consistency and quality of beverages.

Firebirds Wood Fired Grill

Hostess

- Warmly welcomed guests upon arrival and escorted them to their tables.
- Managed table assignments and ensured balanced distribution across server sections.
- Adhered to all COVID-19 protocols, regularly sanitizing public surfaces.
- Scheduled and coordinated reservations while managing to-go orders.
- Assisted servers with table turnover and food delivery as needed.

Rock Ridge Performing Arts

Props Manager

- Instructed students (grades 4-8) in prop construction and safe operation of power tools.
- Developed a detailed props list and supplied rehearsal props to each cast.
- Designed and crafted specialized props to fulfill the artistic director's vision.
- Supervised technical campers in the creation and assembly of production props.
- Organized and maintained props tables backstage for seamless performance execution.

January 2019 - January 2020

Supervisor: Eric
Ashburn, VA

May - August 2020

Supervisor: Byron
Leesburg, VA

July | 2020

Supervisor: Rebekah Hess
Ashburn, VA
Frozen Jr.

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July | 2020

Supervisor: Rebekah Hess
Ashburn, VA
Frozen Jr.

Oklahoma City University School of Music

Assistant Stage Manager

- Assist in the setup and breakdown of rehearsal and performance spaces.
- Oversee all costume tracking, including quick changes, repairs, and adjustments during rehearsals and performances.
- Maintain an updated costume plot and ensure all pieces are properly assigned and accounted for.
- Ensure all costume pieces are preset correctly before each performance.
- Oversee backstage operations during performances, ensuring smooth scene transitions.

September - November | 2020

Director: Matthew Sipress
Stage Manager: Eliana Perez
Oklahoma City, OK
Cosi Fan Tutte

Oklahoma City University School of Music

Light Board Operator

- Program, operate, and troubleshoot the lighting console during rehearsals and performances.
- Collaborate with the lighting designer and stage management to implement any necessary cue changes.
- Execute lighting cues with precision and timing as called by the stage manager.
- Power up and shut down the lighting system before and after each performance.
- Assist with lighting setup, strike, and equipment maintenance as needed.

February | 2021

Supervisor: Meghan Settle
Oklahoma City, OK
The Consul

Lyric Theatre of Oklahoma

Assistant Stage Manager

- Oversee backstage operations, including quick changes, prop handoffs, and scene transitions.
- Handle unexpected situations with professionalism, such as patron complaints, lost items, or emergency scenarios.
- Support performers and crew by providing water, shade, and necessary accommodations for outdoor conditions.
- Troubleshoot backstage and technical issues quickly to maintain a smooth-running performance.
- Ensure all production elements are secured properly before and after each performance.

March - May | 2021

Director: Ashley Wells
Stage Manager: Sydney Bryan
Oklahoma City, OK
Nunsense

Potomac Ridge Retirement Condominiums

Server

- Greeted and seated customers in a friendly and timely manner, creating a positive dining experience from the start.
- Took and accurately processed food and beverage orders, ensuring prompt and correct delivery to guests.
- Maintained cleanliness and organization of dining areas, including tables, chairs, floors, and service stations.
- Managed multiple tables simultaneously, ensuring efficient service without compromising quality or customer satisfaction.
- Processed payments using the POS system, accurately handling cash, credit card, and gift card transactions.

May - August | 2021

Supervisor: Amanda Allen
Leesburg, VA

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WORK EXPERIENCE

Rock Ridge Performing Arts

Production Manager - Properties

- Managed all aspects of props production, including design, sourcing, and construction, ensuring timely delivery and quality standards.
- Supervised campers during set construction, rehearsals, and live performances, ensuring safety protocols were followed.
- Fostered a positive and creative environment, encouraging teamwork, problem-solving, and skill development among campers.
- Ensured props were correctly labeled, stored, and prepped for quick access during production runs.
- Collaborated with other staff members to ensure smooth camp operations and a high-quality educational experience.

July | 2021

Supervisor: Rebekah Hess
Ashburn, VA
Moana Jr.

Lyric Theatre of Oklahoma

Assistant Stage Manager

- Assist in the setup and breakdown of outdoor performance spaces, ensuring all equipment is secure and weather-protected.
- Track and manage props, costumes, and set pieces in an open-air environment, ensuring they are protected from weather conditions.
- Monitor safety protocols for cast and crew, addressing outdoor-specific concerns such as weather, terrain, and wildlife.
- Collaborate with venue staff and production teams to adapt to changing outdoor conditions and ensure a successful show.
- Ensure that all interactions are handled discreetly and professionally to maintain a welcoming environment for all patrons.

August - September | 2021

Director: Michael Baron
Stage Manager: Abigail Templar
Oklahoma City, OK
Masterclass

Starbucks

Barista

- Worked in a fast-paced environment, prioritizing tasks and maintaining quality service during peak hours.
- Took customer orders, customized drinks based on preferences, and made recommendations when needed.
- Stocked and replenished supplies, ensuring smooth operation during high-traffic periods.
- Regularly wipe down all surfaces and mop floors to maintain a clean work environment.

September - November | 2021

Supervisor: ----
Oklahoma City, OK

Oklahoma City University School of Theatre

Assistant Stage Manager

- Track all costume pieces and quick changes throughout the performance.
- Maintained communication with the wardrobe team to coordinate costume needs and adjustments.
- Assisted in creating and maintaining a costume plot, detailing specific requirements for each character.
- Trained and supervised deck crew members, ensuring they understood their roles and responsibilities.
- Monitored the stage during performances, ensuring that all safety protocols were followed and that performers were safe during quick changes and scene transitions.

January - February | 2022

Director: Jerome Stephenson
Stage Manager: Keegan Johnston
Oklahoma City, OK
Marisol

Oklahoma City University School of Music

Costume Crew

- Organized and prepped costumes for each performance, ensuring they were clean, properly stored, and accessible backstage.
- Assisted with the setup and strike of costumes, ensuring all items were stored correctly after each performance.
- Performed routine repairs and adjustments to costumes, ensuring they remained in excellent condition throughout the production run.
- Maintained the cleanliness and preservation of costumes, including laundry, spot cleaning, and ensuring proper storage techniques.
- Supported the team with any additional costume-related tasks, including creating accessories and props as needed.

February | 2022

Supervisor: Kate Hartigan
Oklahoma City, OK
Little Women

Lost Creek Winery

Assistant Events Manager

- Oversaw event staff and maintain clear communication with the culinary team, bartenders, and support staff to ensure smooth event operations.
- Created event paperwork including timelines and BEOs to ensure the efficient and safe execution of each wedding or event.
- Assisted with leading site visits and client consultations while providing appropriate recommendations about layouts, decor, and audio/visual setup to best meet their required needs.
- Managed event-related inventory, including glassware, linens, décor, and supplies.
- Addressed and resolved any issues or last-minute changes to ensure a stress-free experience for clients and guests.
- Proactively sought out and implement venue improvements to enhance event efficiency while reducing costs and elevating guest satisfaction.

May - July | 2022

Supervisor: Jordan Westerfield
Leesburg, VA

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WORK EXPERIENCE

Rock Ridge Performing Arts

Assistant Production Manager

- Communicated with camp directors and artistic staff to ensure production goals aligned with the overall camp vision.
- Provided hands-on instruction to campers in various technical theatre disciplines, fostering skill development and teamwork.
- Supervised and supported production teams, including set, lighting, sound, props, and costumes, ensuring smooth operations.
- Ensured all technical and scenic elements were safely installed and operated, following best practices and safety protocols.
- Assisted in the setup and strike of performance spaces, coordinating load-ins, scene changes, and breakdowns efficiently.

July | 2022

Supervisor: Rebekah Hess
Ashburn, VA

Lyric Theatre of Oklahoma

Assistant Stage Manager

- Tracked and managed costume and prop transitions, maintaining consistency throughout the production.
- Supervised the handling, placement, and movement of scenic elements, ensuring efficient and safe scene changes.
- Ensured all scenic pieces were correctly set, struck, and stored before and after each performance.
- Collaborated with the wardrobe and scenic teams to address maintenance, repairs, and last-minute adjustments.
- Led pre-show and post-show checklists, ensuring all technical and performance elements were prepared and secured.

August | 2022

Supervisor: Audrey Mantia
Director: Cameron King
Oklahoma City, OK
LIZZIE

Oklahoma City University School of Music

Assistant Stage Manager

- Collaborate with the Stage Manager to efficiently execute rehearsals, performances, and technical runs.
- Collaborated with the Technical Production department to assist with cast changes, ensuring smooth transitions and coordination across departments.
- Develop and update deck run sheets, quick-change charts, and props tracking systems.
- Took initiative in acting on show report notes, reporting any issues to the Production Manager for quick resolution and ensuring continued smooth operations.
- Supervise and support backstage crew members to ensure timely and safe scene changes, troubleshooting issues promptly while maintaining a safe and organized backstage environment.

August - October | 2022

Director: David Herendeen
Stage Manager: Hannah Maner
Oklahoma City, OK
Bright Star

Oklahoma City University School of Theatre

Stage Manager

- Track all costume pieces and quick changes throughout the performance.
- Maintained communication with the wardrobe team to coordinate costume needs and adjustments.
- Assisted in creating and maintaining a costume plot, detailing specific requirements for each character.
- Trained and supervised deck crew members, ensuring they understood their roles and responsibilities.
- Monitored the stage during performances, ensuring that all safety protocols were followed and that performers were safe during quick changes and scene transitions.

October - December | 2022

Supervisor: Jeffery Scott Cochran
Director: Amy Osatinski
Oklahoma City, OK
She Kills Monsters

Oklahoma City University School of Music

Stage Manager

- Maintained and distributed detailed production paperwork, including rehearsal reports, blocking notes, cue sheets, and prop tracking.
- Led production meetings to facilitate collaboration and problem-solving between departments.
- Coordinated scene changes, projections, and complex staging elements to align with the artistic vision of the show.
- Provided leadership and support to cast and crew, fostering a professional and efficient rehearsal environment.
- Conducted pre-show and post-show checks to verify that all technical and performance elements were properly set and functioning.

March - April | 2023

Supervisor: Jeffery Scott Cochran
Director: Joe Locarro
Oklahoma City, OK
Sunday in the Park with George

Oklahoma City University Education Department

Office Assistant

- Provide administrative support, including filing, data entry, and document preparation.
- Maintain office organization and ensure common areas remain clean and stocked.
- Organized and maintained files, course materials, and confidential documents.
- Assisted in the preparation and distribution of course syllabi, handouts, and other instructional materials.
- Perform other duties as assigned to ensure smooth office operations.

Jan - May | 2023

Supervisor: Heather Sparks
Oklahoma City, OK

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WORK EXPERIENCE

Happily Hitched, LLC

Wedding Planning Intern

- Established and maintained communication with prospective vendors, coordinating venue tours and other client requests.
- Created comprehensive event documentation, including timelines, floor plans, guest lists, and seating charts, ensuring seamless event execution.
- Proactively identified and planned for potential challenges to mitigate risks and ensure smooth event operations.
- Coordinated the setup of personal client decorations on the wedding day and managed the collection of items post-event.
- Supervised event teardown, ensuring all vendors completed packing and vacated the property in compliance with venue policies.
- Utilized social media platforms (Instagram, TikTok, etc.) for research and audience engagement

May - July | 2023

Supervisor: Christina Carter
Fairfax, VA

Rock Ridge Performing Arts

Production Manager

- Facilitated communication between departments, including directors, designers, and technical staff, for seamless collaboration.
- Oversaw technical and logistical aspects of events, ensuring smooth execution from planning stages through event completion.
- Ensured the safe setup, operation, and breakdown of all components, adhering to safety regulations.
- Supervised and supported staff or volunteers, promoting skill development, teamwork, and efficient task execution.
- Facilitated communication between directors, technicians, manager, and producers, to ensure cohesive coordination and success.
- Supported fast-paced, deadline-driven productions with a high level of adaptability and attention to detail.

July | 2023

Supervisor: Rebekah Hess
Ashburn, VA
Lion King Jr.

Factor 110

Events Specialist & Intern

- Assisted in the planning and execution of events, supporting event managers with administrative and logistical tasks.
- Researched potential vendors, venues, and sponsorship opportunities to enhance event offerings.
- Developed event timelines, floor plans, and run-of-show schedules to ensure smooth execution.
- Managed event logistics, including venue selection, vendor coordination, catering, and audiovisual requirements.
- Provided general administrative support, including data entry, scheduling, and material preparation.

August - September | 2023

Supervisor: Ashley Armstrong
Oklahoma City, OK

Oklahoma City University School of Music

Stage Manager

- Maintain and update detailed blocking, prop, and cue sheets during rehearsals and performances.
- Acted as the central communication hub between directors, designers, cast, and crew, ensuring all parties remained aligned on production goals.
- Developed and managed production schedules, ensuring seamless collaboration between designers, technicians, and performers.
- Called cues during performances, including lighting, sound, and stage transitions, to guarantee seamless execution.
- Managed the maintenance and upkeep of all set elements and props, ensuring their readiness for each performance.

October - December | 2023

Supervisor: Jeffery Scott Cochran
Director: Andrea DelGiudice
Oklahoma City, OK
Suor Angelica & Pieta

Lyric Theatre of Oklahoma

Stage Manager

- Stage-managed performances, including creating detailed run-of-show documents and maintaining efficient communication.
- Ensured strong overall knowledge of production details and venue operations in order to address areas of concern as they arose.
- Provided mentorship to team members in order to improve and develop their individual and team abilities.
- Ensured the welfare of company members by enforcing safe practices & verifying all Health & Safety regulations were adhered to.
- Built and maintained detailed production paperwork including, but not limited to, rehearsal schedules, production timelines, crew responsibilities, and props tracking.
- Assisted the production team in managing the day-to-day operations, including overseeing set-up, and strike of all spaces.

February - April | 2024

Supervisor: Jeffery Scott Cochran
Director: Michael Baron
Oklahoma City, OK
King of Pangaea

Nichols Hills Executive Suites

Front Desk Receptionist

- Greeted and assisted visitors, clients, and employees with professionalism and a welcoming demeanor.
- Managed incoming calls, directed inquiries, and took messages as needed to ensure efficient communication.
- Scheduled appointments, coordinated meetings, and maintained an organized calendar for office staff.
- Maintained cleanliness and organization of the reception area, creating a professional and inviting environment.
- Collaborated with various departments to support administrative functions and enhance overall office efficiency.

January 2023 - May 2024

Supervisor: Doris Beaton
Oklahoma City, OK

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WORK EXPERIENCE

International Association of Venue Managers

Venue Management School Intern

- Actively supported instructors during lessons, providing assistance as needed to enhance the educational experience.
- Assisted in the setup and breakdown of events, including raffles, game nights, and other activities.
- Collaborated with industry professionals to ensure a high-quality, top-tier educational experience for all participants.
- Networked within the conference environment, building valuable connections and fostering lasting relationships.
- Provided on-site event support, troubleshooting any issues and ensuring the event ran according to plan.

June | 2024

Supervisor: Greg Wolfe
Tampa, FL

Cirque du Soleil

Stage Management Intern

- Ensure cast and crew adhere to safety protocols and production guidelines.
- Troubleshoot and resolve on-the-spot challenges during live performances, maintaining professionalism under pressure.
- Oversee backstage operations during performances to ensure seamless transitions and a high performance quality, while maintaining a strong understanding of each act in order to detect any potential issues that could occur.
- Maintain constant collaboration with the technicians, sports medicine, and artistic teams to stay up to date on artist health and who is cleared to perform.
- Track performer attendance and artist infractions, process PTO requests, ensure all artist contact information is up to date, and archive all folders for ex-artists.

June - September | 2024

Supervisor: Julie Maury
Las Vegas, NV
Treasure Island

Happily Hitched, LLC

On-Call Wedding Assistant

- Help with placing and organizing floral arrangements, linens, table settings, and centerpieces.
- Set up escort cards, guest books, and any additional event materials.
- Greet and direct guests, answer questions, and provide a welcoming atmosphere.
- Help transition event spaces between ceremony, cocktail hour, and reception.
- Handle minor day-of issues discreetly and efficiently.

October - November 2024

Supervisor: Christina Carter
Fairfax, VA

Larimar Girls

Sales Associate

- Proactively approach and engage with attendees to generate interest in products/services.
- Promote special offers, upsell products/services, and encourage purchases to meet sales goals.
- Wear branded attire or event-appropriate clothing to maintain a cohesive brand image.
- Answer questions, address concerns, and provide exceptional service to create a positive brand experience.
- Assist with packing up materials, dismantling the booth, and ensuring all equipment is accounted for.

October | 2024

Supervisor: Leah Brown
Dulles, VA
Dulles Expo Center

Larimar Girls

Sales Associate

- Provide personalized recommendations based on customer needs and preferences.
- Process sales using mobile POS systems, credit card readers, and cash handling procedures.
- Upsell and cross-sell related products/services to maximize sales opportunities.
- Keep the booth clean, organized, and visually appealing to attract visitors and enhance brand presentation.
- Track stock levels, restock products, and report low inventory or replenishment needs.

November | 2024

Supervisor: Leah Brown
Ocean City, MD

Larimar Girls

Sales Associate

- Set up and organize booth displays to create an inviting and visually appealing space.
- Maintain a professional appearance and uphold the company's image while engaging with customers.
- Handle objections and answer customer inquiries with confidence and professionalism.
- Track and record daily sales data for performance analysis and reporting.

March | 2025

Supervisor: Leah Brown
Dulles, VA
Dulles Expo Center

BKP Productions, LLC

Events Assistant

- Arrive on-site early to assist with event setup, including arranging furniture, decorations, and equipment.
- Provide on-the-ground assistance to the event coordinator and other key team members.
- Assist with guest services, directing attendees, answering questions, and ensuring needs are met.
- Monitor event spaces, ensuring all areas are clean, organized, and functioning properly.
- Support event staff in managing timelines and schedules, ensuring each segment of the event runs smoothly.
- Assist with event breakdown, ensuring all materials are packed, equipment is returned, and the venue is left in good condition.

March 26 | 2025

Supervisor: Brandy Putnam
Washington, DC
Union Station

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WORK EXPERIENCE

The Tilt Group

Onsite Coordinator

- Supported the lead producer in executing all aspects of live corporate events, from pre-production through load-out, with a focus on scenic integrity and stage management.
- Oversaw scenic installation and made fixes to staging elements (e.g., drape alignment, paneling, lighting accents) to maintain visual consistency.
- Conducted stage checks during breaks to remove clutter, set new water bottles, and maintain a clean, professional environment for speakers and talent.
- Maintained show documentation, including updated scripts, cue sheets, and tracking speaker timing during live sessions.

May 3-6 | 2025

Supervisor: Sarah Overturf
Washington, DC
Marriot Marquis

Production Assistant

- Assisted in rehearsals and run-throughs to ensure show flow and technical cues were aligned with program objectives.
- Delivered event materials, credentials, and supplies to various departments and remote activation areas.
- Supported live show cues, including talent mic handoffs, light/sound timing, and stage transitions.
- Demonstrated excellent written and verbal communication skills through coordination with talent, executives, and external partners.

May 7-9 | 2025

Supervisor: Sarah Overturf
Washington, DC
Grand Hyatt

Loudoun County Public Schools

Substitute Teacher

- Execute lesson plans and deliver instructional materials provided by the teacher, ensuring continuity of the curriculum.
- Manage classroom behavior, maintaining a positive learning environment and fostering student engagement.
- Maintain accurate attendance records and follow all school policies and emergency procedures.
- Adapt to various teaching methods and classroom dynamics, ensuring flexibility in different grade levels and subjects.

January - June | 2025

Supervisor: LCPS
Loudoun County, VA