

ABBEY HELFEN

Production Coordinator | Production Assistant | Stage Manager

+1 (571) 340-9158 abbey.helfen@gmail.com linkedin.com/in/abbeyhelfen

PROFESSIONAL SUMMARY

Production and event professional with hands-on experience across live entertainment, corporate events, and administrative coordination. Background includes managing schedules, client and vendor communication, and day-to-day logistics in deadline-driven settings. Brings a strong interest in TV production and the entertainment industry alongside proven organizational and communication skills.

EDUCATION

Bachelor of Fine Arts in Design & Production, Stage & Production Management emphasis
Oklahoma City University August 2020 - May 2024 Oklahoma City, Oklahoma

CERTIFICATIONS & LICENSES

OSHA 30 Hour General Industry Outreach February 2025 Exp. - February 2027	QC Events School Event & Wedding Planning April 2025
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TECHNICAL PROFICIENCIES

Microsoft 365	Google Workspace	Production & Creative	Project & Event Management	Communication
- Excel - Outlook - PowerPoint - SharePoint - Word	- Calendar - Docs - Drive - Sheets - Slides	- Adobe Acrobat Pro - Canva - QLab - Stage Write - Vectorworks	- Calendly - Cvent - DocuSign - Monday.com - Trello	- Google Meet - Microsoft Teams - Slack - Zoom

Theatrical Production
Audio/Visual Coordination • Backstage Operations • Cue Calling • Equipment Logistics • Event Floor Plans • Industrial Sewing Machines • Production Load-In/Load-Out • Power Tool Operation • Production Safety

SKILLS

Production & Event Management	Administrative & Executive Support	Communication & Professional Skills
- Production Coordination - Live Event Production & Coordination - Event Planning & Execution - Event Advancement - Project Management - Event & Production Logistics - Venue & Vendor Coordination - Production Scheduling - Timeline Management - On-Site Event Management - Event Setup & Walkthroughs - Production Tracking & Reporting - Registration & Attendance Tracking - Budget & Cost Tracking - Purchasing & Sourcing - Multi-Project Management	- Executive & Administrative Support - Calendar & Schedule Management - Meeting Coordination & Facilitation - Travel Coordination - Agenda & Presentation Preparation - Professional Correspondence - Phone & Communication Management - Expense Reporting & Invoice Processing - Contract & Agreement Tracking - SOWs, BEOs & Riders - Production Documentation - Document & File Management - Contact & Distribution List Management - Research - Confidentiality & Discretion	- Client, Talent & Performer Relations - Cross-Functional Communication - Stakeholder Management - Team Support - Problem Solving - Organization & Time Management - Attention to Detail - Deadline & Workflow Management - Multitasking - Adaptability & Flexibility - Fast-Paced Production Environments

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PROFESSIONAL EXPERIENCE

Production Coordinator

The T!LT Group

📅 November 2025 - August 2026 📍 Remote (DC & LA)

- Coordinate end-to-end logistics for 10+ corporate meetings, conferences, and live events from pre-production through post-event wrap.
- Manage 3–6 concurrent events by coordinating production schedules, travel, staffing, equipment, and vendor timelines.
- Serve as the primary liaison between clients, vendors, venues, and internal teams throughout event planning and execution.
- Facilitate cross-functional production meetings to align teams on timelines, responsibilities, and operational requirements.
- Supported budget tracking by monitoring expenses, reviewing vendor proposals, and assisting with billing to maintain accurate project cost records.
- Coordinated production logistics for a 2,000+ guest corporate celebration, partnering with vendors, venues, and cross-functional teams.

Production Coordinator

Freelance

📅 March - November 2025 📍 DMV (DC, Maryland, Virginia)

- Supported pre-production planning and onsite execution for live events by coordinating production logistics, crew needs, vendor operations, and venue readiness across diverse client projects.
- Built production resources including staffing plans, equipment inventories, venue information, and operational documents to support efficient event execution.
- Adapted quickly to new production teams, workflows, and client expectations while maintaining continuity across simultaneous projects with minimal ramp-up time.
- Facilitated communication between clients, production departments, contractors, and venue personnel to ensure operational alignment throughout planning and execution.
- Responded to evolving production needs by resolving logistical challenges, adjusting priorities in real time, and maintaining efficient operations in deadline-driven environments.

Substitute Teacher

Loudoun County Public Schools

📅 November 2024 - March 2025 📍 Ashburn, Virginia

- Adapted quickly to new classrooms, procedures, and responsibilities while maintaining continuity in fast-paced and ever-changing environments.
- Managed multiple priorities simultaneously by maintaining organized classroom operations, following detailed instructions, and responding effectively to unexpected challenges.
- Exercised sound judgment and professionalism while handling confidential student information and adhering to district policies and procedures.
- Built positive relationships with students and staff through clear communication, flexibility, and a calm, solutions-oriented approach.

Sales Associate

Larimar Girls

📅 October 2024 - May 2025 📍 Washington DC & Ocean City, Maryland

- Engaged event attendees with personalized product recommendations and processed sales transactions using mobile POS systems, credit card readers, and cash handling procedures.
- Upsold and cross-sold products and services, promoted special offers, and addressed customer objections to meet sales targets.
- Set up and maintained booth displays, ensuring a clean, organized, and visually appealing presentation aligned with brand standards.
- Monitored inventory levels, restocked products, and reported low-stock items to ensure consistent product availability.
- Recorded daily sales data for performance reporting and assisted with booth dismantling and equipment inventory at event close.

On-Call Wedding Assistant

Happily Hitched, LLC

📅 October - November 2024 📍 DMV (DC, Maryland, Virginia)

- 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.

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PROFESSIONAL EXPERIENCE

Stage Management Intern

Cirque Du Soleil

June - October 2024 Las Vegas, Nevada

- Supported backstage operations for daily performances of *Mystère*, maintaining show readiness and coordinating with performers and technical departments.
- Learned and executed multiple Stage Management tracks, maintaining knowledge of act-specific technical requirements, backstage traffic, and performance operations.
- Prepared daily lineups, tracked performer attendance, coordinated scheduling and fittings, and distributed operational information to performers and production teams.
- Supported rehearsals and training sessions, including executing cues and documenting rehearsal and performance notes for Stage Management.
- Maintained readiness for emergency procedures and reinforced established safety protocols throughout rehearsals, performances, and backstage operations.

Venue Management School Intern

International Association of Venue Managers

June 2024 Tampa, Florida

- 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.

Front Desk Receptionist

Nichols Hills Executive Suites - Doris Beaton, CPA

January 2023 - May 2024 Oklahoma City, Oklahoma

- 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.

Stage Manager

Lyric Theatre of Oklahoma

February - April, 2024 Oklahoma City, Oklahoma

- 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.

Stage Manager

Oklahoma City University School of Music

October - December 2023 Oklahoma City, Oklahoma

- 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.

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PROFESSIONAL EXPERIENCE

Events Specialist Intern

Factor 110

September - December 2023 Oklahoma City, Oklahoma

- Coordinated logistics for 4+ corporate meetings, conferences, and special events from pre-production through on-site execution.
- Developed comprehensive production documentation, including timelines, floor plans, run-of-show schedules, and event materials to support cross-functional teams.
- Coordinated logistics with venues, vendors, audiovisual, catering, décor, and production partners to support seamless event execution.
- Evaluated venue, vendor, and sponsorship options to support client objectives and production planning.
- Partnered with event managers, production teams, and internal departments to anticipate operational needs, resolve logistical challenges, and ensure successful event execution.

Production Manager

Rock Ridge Performing Arts Summer Camp

July 2023 Ashburn, VA

- 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.

Wedding Planning Intern

Happily Hitched, LLC

May - July 2023 DMV (DC, Maryland, Virginia)

- 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

Education Office Assistant

Oklahoma City University School of Education

January - May 2023 Oklahoma City, Oklahoma

- 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.

Stage Manager

Oklahoma City University School of Music

February - April 2023 Oklahoma City, Oklahoma

- 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.

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PROFESSIONAL EXPERIENCE

Stage Manager

Oklahoma City University School of Theatre

October - December 2022 Oklahoma City, Oklahoma

- Created and maintained the prompt book, rehearsal & performance reports, contact sheets, schedules, and other documentation.
- Recorded blocking, tracked script and production changes, and communicated updates across departments throughout the rehearsals.
- Ran rehearsals in collaboration with the director, managing calls, breaks, schedules, and daily logistical needs.
- Called lighting, sound, projection, scene-change, and other technical cues during performances to ensure consistent show execution.
- Identified and resolved rehearsal and performance issues in real time while maintaining clear communication and production continuity.

Assistant Stage Manager

Oklahoma City University School of Music

August - October 2022 Oklahoma City, Oklahoma

- 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.

Assistant Stage Manager

Southern Plains Productions

August 2022 Oklahoma City, Oklahoma

- 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.

Assistant Production Manager

Rock Ridge Performing Arts Broadway Bound Summer Camp

July 2022 Ashburn, Virginia

- 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.

Assistant Events Manager

Lost Creek Winery

May - July 2022 Leesburg, Virginia

- Oversaw event staff and maintain clear communication with the culinary team, bartenders, and support staff to ensure smooth event operations.
- Assisted with leading site visits and client consultations while providing appropriate recommendations about layouts, decor, and audio/visual setup to best meet their 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.

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PROFESSIONAL EXPERIENCE

Costume Crew

Oklahoma City University School of Music

February 2022 Oklahoma City, Oklahoma

- 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.

Assistant Stage Manager

Oklahoma City University School of Theatre

January - February 2022 Oklahoma City, Oklahoma

- 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.

Barista

Starbucks

September - November 2021 Oklahoma City, Oklahoma

- 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 wiped down all surfaces and mopped the floors to maintain a clean work environment.

Assistant Stage Manager

Lyric Theatre of Oklahoma

August - September 2021 Oklahoma City, Oklahoma

- Assisted in the setup and breakdown of outdoor performance spaces, ensuring all equipment is secure and weather-protected.
- Tracked and managed props, costumes, and set pieces in an open-air environment, ensuring protection from weather conditions.
- Monitored safety protocols for cast and crew, addressing outdoor-specific concerns such as weather, terrain, and wildlife.
- Collaborated with venue staff and the production team to adapt to ever-changing weather conditions.
- Ensured that all interactions were handled discreetly and professionally to maintain a welcoming environment for all patrons.

Production Manager - Properties

Rock Ridge Performing Arts Broadway Bound Summer Camp

July 2021 Ashburn, Virginia

- 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.

Server

Potomac Ridge Retirement Condominiums

May - August 2021 Leesburg, Virginia

- 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.

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PROFESSIONAL EXPERIENCE

Assistant Stage Manager

Lyric Theatre of Oklahoma

March - May 2021

Oklahoma City, Oklahoma

- Oversaw all backstage operations, including quick changes, prop handoffs, and scene transitions.
- Handled unexpected situations such as patron complaints, lost items, or emergency scenarios with professionalism.
- Supported performers and crew by providing water, shade, and necessary accommodations for outdoor conditions.
- Troubleshooted backstage and technical problems quickly to maintain a smooth performance.
- Ensured all production elements were secured properly before and after each performance.

Light Board Operator

Oklahoma City University School of Music

February 2021

Oklahoma City, Oklahoma

- Programed, operated, and troubleshooted the lighting console during rehearsals and performances.
- Collaborated with the lighting designer and stage manager to implement any necessary cue changes.
- Executed lighting cues with precision as called by the stage manager.
- Powered on and off the lighting system before and after each performance.
- Assisted with lighting setup, strike, and equipment maintenance as needed.

Assistant Stage Manager

Oklahoma City University School of Music

October - December 2020

Oklahoma City, Oklahoma

- Assisted in the setup and breakdown of rehearsal and performance spaces.
- Oversaw all costume tracking aspects such as quick changes, repairs, and adjustments during rehearsals and performances.
- Maintained an up to date costume plot to ensure all pieces were properly assigned and accounted for.
- Ensured all costume pieces were preset correctly before each performance.
- Oversaw backstage operations during performances to ensure smooth scene transitions.

Props Manager

Rock Ridge Performing Arts Broadway Bound Summer Camp

July 2020

Ashburn, Virginia

- 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.

Hostess

Firebirds Wood Fired Grill

May - August 2020

Leesburg, Virginia

- 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.

Barista

Peet's Coffee & Tea

January 2019 - January 2020

Ashburn, Virginia

- 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 areas.
- Operated and maintained coffee brewing equipment, ensuring consistency and quality of beverages.