

ABBHEY HELFEN

WORK EXPERIENCE

The T!LT Group

Onsite Coordinator | Washington, DC | May 2025

Served as a key onsite support resource for live events, ensuring seamless coordination of logistics, talent, and client-facing experiences.

- 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.

Production Assistant | Washington, DC | May 2025

Supported live event execution by managing backstage logistics, technical coordination, and high-touch client support in a fast-paced, deadline-driven environment.

- Assisted with show rehearsals and run-throughs to align technical cues, program pacing, and production objectives.
- Executed live show support tasks such as talent mic handoffs, light/sound cue monitoring, and seamless stage transitions.
- Provided client-facing support in VIP and green room areas, ensuring a polished, professional experience for high-level stakeholders.
- Collaborated with production, creative, and technical teams to maintain event flow and resolve last-minute issues in real time.

Loudoun County Public Schools

Substitute Teacher | Ashburn, VA | Jan-Jun 2025

Supported successful execution of live events by assisting with logistical coordination, guest services, and behind-the-scenes operations.

- Successfully implemented lesson plans across multiple grade levels and subjects, ensuring alignment with curriculum standards and continuity of instruction.
- Demonstrated emotional intelligence, flexibility, and strong organizational skills while managing multiple classroom transitions and adapting to rapidly changing needs.
- Maintained accurate records of student attendance and performance as required by classroom teachers and school administration.
- Adapted quickly to diverse educational settings and instructional styles, using a range of teaching strategies and technology tools to enhance student engagement.

Cirque du Soleil

Stage Management Intern | Las Vegas, NV | Jun-Sep 2024

Provided high-level operational and administrative support to artistic leadership, ensuring safe and seamless execution of world-class live performances in a fast-paced, high-stakes environment.

- Maintained clear communication with cross-functional teams including technicians, medical staff, and artistic leadership to monitor performer availability and make real-time performance adjustments.
- Tracked and managed confidential artist records, including attendance, PTO requests, disciplinary actions, and personal contact details; ensured accurate archiving for departing cast members.
- Ensured full compliance with production and safety protocols; proactively identified and addressed performance risks or artist readiness concerns.
- Supported leadership by staying informed on performance schedules, artist health updates, and operational changes to assist with planning and communication.

CONTACT

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EDUCATION

Oklahoma City University

Bachelor's of Fine Arts in Design & Production
• Emphasis: Stage & Production Management

QC Event School

Event & Wedding Planning - in Progress

CERTIFICATIONS

30 Hour General Industry

• Occupational Safety & Hazard Association

TECHNOLOGY

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

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