

ABBEY HELFEN

Production Assistant | Production Coordinator | Stage Manager

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

PROFESSIONAL SUMMARY

Resourceful production professional with experience supporting leadership and cross-functional teams through scheduling, production coordination, and operational organization. Brings strong communication, attention to detail, and a proactive approach to learning new workflows while helping production teams stay organized and focused on delivering creative work.

PROFESSIONAL EXPERIENCE

Production Coordinator

The T!LT Group

November 2025 - Present Remote (DC & LA)

- Coordinate day-to-day production operations for multiple live events, supporting leadership while maintaining production schedules, documentation, and communication across departments.
- Manage executive calendars, meetings, travel arrangements, and itineraries while balancing shifting priorities and production deadlines.
- Develop and maintain production documents, schedules, timelines, and project trackers that support the production pipeline and keep cross-functional teams aligned.
- Track equipment, freight, signage, and production assets while coordinating deliveries, vendor logistics, and on-site operations.
- Research vendors, production resources, venues, and creative solutions to support planning and department needs.
- Anticipate production issues, prioritize competing requests, and resolve logistical challenges in fast-paced environments.

Stage Management Intern

Cirque Du Soleil

June - October 2024 Las Vegas, Nevada

- Supported daily backstage operations for a resident production, ensuring performers, technicians, and stage management remained informed and prepared throughout rehearsals and performances.
- Maintained rehearsal reports, schedules, lineups, attendance records, and production documentation requiring consistent accuracy and confidentiality.
- Coordinated fittings, rehearsals, training sessions, and departmental communication while adapting to changing production needs.
- Quickly learned multiple stage management tracks to provide operational support across the production and adapt to evolving departmental needs.
- Assisted with tracking production materials, maintaining organized records, and supporting the safe execution of live performances.

Production Coordinator

Freelance

March-November 2025 DC, Maryland, Virginia

- Coordinated logistics for corporate events and live productions, supporting multiple clients, venues, and production teams simultaneously.
- Created production schedules, contact lists, itineraries, and operational documents tailored to each project.
- Managed vendor communication, travel logistics, equipment coordination, and production timelines from planning through execution.
- Researched venues, suppliers, and production resources to support event planning and client objectives.
- Quickly adapted to new production teams, workflows, and project requirements while maintaining organized documentation and communication.

Events Specialist Intern

Factor 110

September - December 2023 Oklahoma City, Oklahoma

- Assisted with planning and execution of conferences, corporate events, and large-scale productions while supporting multiple project timelines.
- Coordinated production materials, schedules, vendor communication, and event logistics to keep projects organized.
- Prepared presentation materials, researched project needs, and maintained accurate production information for internal teams.
- Supported on-site operations by coordinating staff, vendors, and production resources during event execution.

EDUCATION

Bachelor of Fine Arts in Design & Production

Emphasis in Stage & Production Management

Oklahoma City University

August 2020 - May 2024

Oklahoma City, Oklahoma

CERTIFICATIONS

OSHA 30-Hour General Industry

February 2025
Exp. - February 2027

SOFTWARE PROFICIENCIES

Office & Collaboration Project Management

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|-------------------|--------------------------------|
| • Gmail | • Monday.com |
| • Google Drive | • Trello |
| • Microsoft Excel | • Slack |
| • Microsoft Word | Design & Production |
| • OneDrive | • Adobe Photoshop |
| • Outlook | • Adobe Acrobat Pro |
| • SharePoint | • Canva |
| • Teams | • QLab |
| • Zoom | • Vectorworks |

CORE SKILLS

Hard Skills

- Production Coordination
- Production Scheduling
- Calendar & Meeting Coordination
- Production Documentation
- Research & Information Gathering
- Logistics Coordination
- Inventory & Asset Tracking
- Workflow Coordination

Soft Skills

- Proactive Problem Solving
- Organization
- Adaptability
- Attention to Detail
- Time Management
- Cross-Functional Communication
- Initiative
- Relationship Building