

Abbey Helfen

STAGE & EVENT PRODUCTION

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Selected Experience

Oklahoma City University

Stage & Assist Stage Manager

August 2020 - May 2024

- Pay attention to details during rehearsals in order to record everything that was said.
- Be the go between for the design team and rehearsal room by communicating any important notes from rehearsal.
- Create daily schedules and ensure all calendars stays up to date.
- Facilitate meetings between designers & directing team when requested.
- Work on a team and delegate specifically to each members strengths.
- Maintain a positive, friendly, and respectful work environment.
- Get to know each cast and crew member to understand their personality and how to resolve potential conflicts.

Nichols Hills Executive Suites

Front Desk Receptionist

January 2023 - Present

- Answer and screen phone calls for each attorney.
- Write down messages and ensure they are delivered to the correct office.
- Put meetings into the front desk calendar.
- Organize and divide mail into the correct mailboxes.
- Ensure each interaction with a client is friendly and professional.
- Keep all information heard and seen confidential.

Happily Hitched, LLC

Assistant to Wedding Planner

May 2023 - July 2023

- Connect with potential clients to discuss package options and wedding plans.
- Research and book venue tours for clients.
- Research vendors that offer client specifics and fit within their budget.
- Facilitate the rehearsal dinner to practice the processional & recessional
- Ensure that the timeline is accurate and the day stays on track.
- Attend the wedding in order to manage vendor arrivals and departures.
- Be attentive to the bride & groom to assist whenever and with whatever they may need.
- Check in with vendors throughout the night to ensure they have everything needed.

Skills & Strengths

Leadership & Administrative: Fast Learner | Adaptable to Change | Calm under Stress | Collaborative | Empathetic | Socially Conscious
Delegation within a Team | Precise Attention to Detail | Strong Interpersonal Skills | Excellent with Children | Respectful of others
Professional Verbal & Written Communication Experience | Easy to Follow Organizational System | Expert in Scheduling | Observant
Proficient Time Management Skills | Data & Number Entry Experience | Creative Problem Solver | Meticulous Multitasker

Technology: Expert in IOS Systems | Proficient in Microsoft Office | Expert in Google Suites | Adobe Photoshop Essentials
Adobe Acrobat Essentials | Adobe Illustrator Essentials | Vectorworks Essentials | Website Design - Wix | Zoom

Functional: Home & Industrial Sewing Machines | Hand Sewing | Proficient use of Power Tools | ETC Board Experience

Other: Music Literacy | CPR Certified | Valid U.S. Passport | Virginia Driver's License | Personal Vehicle | Carry 25+ lbs | Stand for 12+ hours
Fully Boosted & vaccinated for Covid-19 | Marvel & Star Wars Enthusiast

Education

Oklahoma City University

BFA Theater Design & Production with an Emphasis in Stage & Production Management

MCOM 2343 - TV Studio Production | *ECOM 2123* - Business Statistics | *THRE 3723* - Theatrical Unions | *THRE 3713* - Sound Design & Engineering

Expected Graduation: 2024

References

Jeffery Cochran

Professor of Stage & Production
Management at OKCU
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Andrea DelGiudice

Leading Soprano and
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