

ABBHEY HELFEN

WORK EXPERIENCE

Loudoun County Public Schools Substitute Teacher

Jan 2025 - Current

- 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.

The Tilt Group

Onsite Coordinator

May | 2025

- 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

- 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.
- Maintained a polished, client-facing presence while assisting with VIP hospitality and green room support.

BKP Productions, LLC

Events Assistant

Mar | 2025

- 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.

Cirque du Soleil

Stage Management Intern

Jun - Sep | 2024

- 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.

CONTACT

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EDUCATION

Oklahoma City University

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

MEMBERSHIPS

International Alliance of Venue Managers

As of: September 19th, 2023

United States Institute of Technical Theatre

As of: February 16th, 2024

Stage Managers' Association

As of: February 2nd, 2025

CERTIFICATIONS

30 Hour General Industry Outreach

- Occupational Safety & Hazard Association

Introduction to Event Technology

- Encore University

PROJECTS

Abbey Design & Management LLC Owner & Founder

SOFTWARE

Microsoft Office

Excel | OneDrive | OneNote | Outlook
Powerpoint | Sharepoint | Teams | Word

Google Suites

Calendar | Chat | Drive | Docs | Forms | Gmail
Keep | Maps | Meet | Sheets | Slides | Youtube

Apple Systems

iCloud Drive | iMovie | iOS System | Garageband
Keynote | Numbers

Creative Systems

Acrobat | Illustrator | Partyslate | Photoshop
Q-Lab | Quickbooks

SKILLS

Soft Skills:

Adaptable | Critical Thinking | Active Listening
Detail-Oriented | Curious Mindset | Budgeting
Communication | Emotional Intelligence | Collaborating
Organizing | Independent | Conflict Resolution
Problem Solving | Interpersonal Relations | Empathy
Time Management | Proactive Planning | Self & Spacial Awareness
Multitasking | Public Speaking | Sense of Humor

Hard Skills:

Cue Calling | Booking & Scheduling | Audio Design & Setup
Data Entry | Logistics | AV Essentials
Documentation | Coordination | Board Operation (Lx & Sound)
Graphic Design | Production ~ Events | Layout Design
Headset Etiquette | Management | Lighting Design & Setup
Inventory Tracking | Calendar · Event · Team | Sewing (Hand & Machine)
Report Writing | Stage · Venue · Wedding | Power Tools