

MIA TAYLOR

Stage Management Intern

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PROFESSIONAL SUMMARY

Enthusiastic Stage Management Intern with 5 years of experience in orchestrating dynamic events and productions. I excel in collaborating with diverse teams, managing schedules, and ensuring all aspects of performance run seamlessly. My strong organizational skills and creative problem-solving abilities contribute to exceptional theatrical experiences that captivate audiences.

WORK EXPERIENCE

Stage Management Intern

Quantum Solutions LLC

📅 Jun / 2022-Ongoing

📍 Phoenix, AZ

1. Communicated effectively with team members to ensure clarity in production goals.
2. Facilitated two-way communication to enhance team dynamics and collaboration.
3. Developed and prioritized tasks to align with production timelines.
4. Monitored progress and made adjustments to meet deadlines and quality standards.
5. Utilized organizational skills to allocate resources efficiently.
6. Created and maintained clear documentation for production processes.
7. Assisted in planning and executing rehearsal schedules.

Stage Management Intern

Summit Peak Industries

📅 Jun / 2020-Jun / 2022

📍 Denver, CO

1. Collaborated with the Artistic Director to curate performances for celebrations.
2. Oversaw all stage management duties, ensuring smooth operations.
3. Managed lighting and sound cues during rehearsals and shows.
4. Coordinated event logistics and timelines effectively.
5. Handled ticket sales and audience engagement during events.

EDUCATION

Bachelor of Arts in Theater Production

University of California, Los Angeles

📅 Jun / 2018-Jun / 2020

📍 Chicago, IL

Focused on stage management and production coordination.

SKILLS

Event Coordination

Attention to detail

Organizational skills

Scheduling expertise

ACHIEVEMENTS

- ★ Successfully coordinated over 20 events, enhancing audience engagement by 30%.
- ★ Streamlined production workflows, reducing setup time by 25% for performances.