

CONTACT

✉ ameliachristine@me.com

☎ 847.609.7796

🌐 www.ameliaablan.com

EDUCATION

Loyola University Chicago

BA Theatre | Aug 2016 - May 2020

BA Advertising/Public Relations |

Aug 2016 - May 2020

- GPA: 3.8
- Magna Cum Laude

SKILLS

- Chicago Theatre Standards
- Zoom
- Microsoft Office Suite
- Dropbox
- Google Suite
- Photoshop
- Adobe Acrobat
- Asana
- Social Media

REFERENCES

April Browning

Managing Director

Loyola University Chicago

abrowni@luc.edu

Nick Harkin

Senior Vice President

Carol Fox & Associates

nickh@carolfoxassociates.com

Sabrina Odigie

Former Ravinia Artistic &

Operations Coordinator

sodigie@metropolisarts.com

Katie Klemme

Stage Management Professor

Loyola University Chicago

kklemme@luc.edu

AMELIA ABLAN

PRODUCTION MANAGER & STAGE MANAGER

WORK EXPERIENCE

Virtual Assistant Stage Manager / Baskerville

Metropolis Performing Arts | Dec 2020 - Feb 2021

- Collaborated with designers to film, schedule, and organize a virtual theatrical production via ShowTix4U
- Track distribution of all props and video materials for rehearsals and film shoots

Virtual Stage Manager / The Odyssey

Loyola University Chicago | Feb 2020 - Sep 2020

- Pioneered new processes to create and manage a live virtual theatre production for The Odyssey entirely over zoom, with a cast of 18 and a total audience viewership of 517 across 4 performance dates
- Acted as communication liaison between 41 designers, actors, and production team members
- Managed technical team of 6 to insure smooth execution of all rehearsals and performances

Production Management Coordinator

Loyola University Chicago | May 2019 - Jun 2020

- Led team of 5 to coordinate scheduling, space planning, and event organization for nearly 115 events per year
- Ledgered, audited and tracked production expenses across 5 accounts
- Spearheaded, communicated, and organized 65 meetings per academic semester

Light Board Operator /The Hunchback of Notre Dame

Music Theatre Works | Aug 2019

Run Crew / How to Succeed In Business Without Really Trying

Music Theatre Works | May 2019 - Jun 2019

Floor Manager / Artifacts of Self Dance Concert

Loyola University Chicago | Nov 2019

Production Office Assistant

Loyola University Chicago | Mar 2018 - May 2019

- Arranged program planning across 4 divisions for Loyola's Department of Fine and Performing Arts

AWARDS RECEIVED

Michael Merrit Academic Achievement Prize for Collaborative Design (2020)

TESTIMONIALS

"She is flexible, highly motivated and brings a joyous energy to her work. She's a self starter, a big picture thinker, a planner, and an amazing delegator of tasks. She has that perfect balance of level-headedness and sense of humor that one seeks in a leader"

Katie Klemme, Chicago based Stage Manager

"She is an innate problem solver and likes to be involved in creating solutions, and pioneering new processes. She is affable and easy to talk to, but also -for her young years - remarkably politic and has demonstrated excellent judgement and candor in dealing with and working through difficult situations"

April Browning, Managing Director of Loyola University Chicago's Department of Fine & Performing Arts

"One of the things I like best about Amelia is that she possesses those frequently illusive qualities that cannot be taught - having good work ethic, doing whatever it takes to get a job done right and eagerly performing tasks as requested"

Nick Harkin, Senior VP of Carol Fox & Associates

Stage Manager / 1984

Loyola University Chicago | Mar 2018 - Apr 2018

Stage Manager / The Importance of Being Gendered

Loyola University Chicago | Jan 2018 - Feb 2018

Assistant Stage Manager / Violet

Loyola University Chicago | Sep 2018 - Oct 2018

Public Relations Intern

Carol Fox & Associates | May 2018 - Aug 2018

- Drafted nearly 50 media coverage reports, newsletters, press releases, artist biographies, and program book copies
- Staffed publicity and promotional events, including 2 film festivals

Assistant Stage Manager / Mr. Burns

Loyola University Chicago | Sep 2017 - Oct 2017

Assistant Stage Manager / Getting Out

Loyola University Chicago | Jan 2017 - Feb 2017