

Elyssa O'Grady

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SKILLS

- Very organized and maintains superb attention to detail
- Provides enthusiastic, polite, and professional customer service
- Communicates clearly and takes detailed directions from others
- Highly proficient with Windows and Mac operating systems and relevant software
- Intermediate knowledge of HTML, CSS, Javascript, Python, and Java
- Conversant in Social Media and Graphic Design
- EMT training and knowledge of Basic Life Support and First Aid

EDUCATION

Long Beach City College

- Majored in Theater Design and Technology, with an emphasis in Theatre Management

Merritt College • EMT Program

Certificate, NREMT Credential

Alexander Hamilton High School • Academy of Performing Arts

Diploma

RECENT EXPERIENCE

Stage Management

Stage Manager	<i>Lord Arthur Savile's Crime</i> • dir. Anthony Carreiro • LBCC • 2015
Stage Manager	<i>Seven Redneck Cheerleaders</i> • dir. Greg Mortensen • LBCC • 2014
Stage Manager, Board Op.	<i>Day Rep</i> • dir. Kenny Nauta • LBCC • 2014
Stage Manager, Board Op.	<i>Day Rep</i> • dir. Hal Landon • LBCC • 2014
Stage Manager	<i>Daycation #4</i> • dir. Dennis Pearson • Manazar Gamboa Theater • 2014
Stage Manager	<i>Daycation #3</i> • dir. Dennis Pearson • Manazar Gamboa Theater • 2014

Stage Management duties include:

- Organizing all practical and technical aspects of theater production
- Communicating effectively and efficiently with director, designers, crew, and actors
- Creating daily rehearsal reports detailing blocking, lights, sounds, costumes, set, and props
- Preparing and maintaining the production's prompt script, which includes all actor movements, cues for lights, sound, scenic shifts, and crew duties
- Scheduling rehearsals, costumes fittings, and production/crew meetings
- Managing rehearsals, actors, technicians and props
- Maintaining stage equipment and the cleanliness of all theatre areas
- Generating and distributing official paperwork for the production such as rehearsal calendars, prop lists, cue lists, rehearsal reports, and other documents

Assistant Stage Management

Assist. Stage Manager	<i>Moby Dick Rehearsed</i> • dir. Greg Mortensen • LBCC • 2014
Assist. Stage Manager	<i>Ruthless! The Musical</i> • dir. Jim Hormel • Torrance Theater Co. • 2013

Related Experience

Production Manager	<i>Lysistrata</i> • dir. Greg Mortensen • LBCC • 2015
Assist. Director, Sound Board Op.	<i>Kill Me Deadly</i> • dir. Greg Mortensen • LBCC • 2015
Board Operator	<i>Improvolympics</i> • <i>Fistful of Improv</i> • LBCC • 2013
Costume Crew	<i>The Strange Case of Dr. Jekyll & Mr. Hyde</i> • dir. Greg Mortensen • LBCC • 2013
Assist. Director, Audio Assistant	<i>Willy Wonka</i> • dir. Mark Torres • Torrance Theater Co. • 2013

EMPLOYMENT HISTORY

Family Home Care, 2012 – 2013

- Performed home management tasks including housekeeping, laundry, and shopping
- Prepared and served meals according to restricted diet determined by medical needs
- Assisted with medication delivery as specified by physician

Guardian Emergency Medical Services, 2011

- Provided emergency and nonemergency ambulance transport to and from nursing facilities, hospitals, dialysis centers, and private residences
- Assessed patients for signs and symptoms of illness and injury and vital signs
- Administered prompt and efficient basic life support care
- Positioned patient securely and comfortably on stretcher by lifting or assistance, preparing them for ambulance transport
- Operated ambulance safely and efficiently in normal and adverse driving conditions.
- Transferred patient carefully to chair or bed upon arrival to destination
- Documented all aspects of patient condition and treatment on reports

US Census, 2010

- Conducted interviews with residents, answered questions, and recorded data on forms
- Planned work by determining organization of neighborhoods and locations of households.
- Maintained records of hours and met daily with direct supervisor to submit paperwork.

Bittersweet Chocolate Cafe, 2009

- Greeted and served customers
- Provided advice on roast, grind, flavor and country of origin of house roasted beans
- Prepared espresso, drip-coffee, and other beverages
- Operated the cash register and conducted cash and credit card transactions
- Regularly cleaned appliances and washed and sanitized dishes and utensils
- Stocked products and supplies, wiped down counters and tables, and general cleaning

Brana Juice and Smoothie Spot, 2002–2008

Team Member

- Greeted and served customers
- Prepared cold-pressed organic juices and smoothies
- Operated several cash register systems and conducted cash and credit card transactions
- Regularly washed and sanitized dishes and utensils and washed appliances
- Stocked products and supplies, wiped down counters and tables, and general cleaning
- Counted cash in register at closing and generated transaction reports

Assistant Manager

- Interviewed, hired, trained, and supervised new employees
- Created monthly schedules for employees
- Conducted daily inventories and purchased produce and other supplies as needed.
- Delivered smoothie and snack packs to area schools and soccer teams.

REFERENCES • Available upon request