

SARAH HART: Technical Project Manager

(305) 713-3662 | sarah.hart.nc@gmail.com | <https://www.linkedin.com/in/sarahkatehart/>

EDUCATION

Coding Bootcamp, Columbia University

November 2021-Ongoing

Bachelor of Arts (Arts Administration), Liberty University

August 2015-May 2017

WORK EXPERIENCE

Backstage Manager, Carnival Cruise Lines

April 2018-May 2020

- Oversaw the safe operation, upkeep, installation and troubleshooting of stage automation, pyrotechnics, and technical entertainment systems.
- Leveraged leadership skills to foster a cohesive and high-quality working environment for individuals from 52+ nationalities.
- Trained and coordinated a diverse group of individuals that all speak different languages.

1st Assistant Director, Freelance

January 2016-April 2018

- Orchestrated company moves involving thousands of dollars of technology to remote locations with multiple vehicles, trucks and vendors.
- Served as a liaison between investors, local media/authorities and creative production heads.
- Responsible for project completions on time and underbudget.

Assistant Stage Manager, The Pacific Conservatory Theatre

May 2017-October 2017

- Directly managed a team of 12 technicians and liaison for stage manager to teams of 60+ performing artists.
- Responsible for consistency and safety of all backstage technical operations during the productions of *Disney's Newsies*, *Lend Me a Tenor: The Musical*, and *Fences*.
- Responsible for interdepartmental communication regarding the upkeep, troubleshooting and safe operation of all backstage equipment, props, set pieces and costumes.

Technical Intern, Endstation Theatre Company

May 2016-August 2016

- Responsible for written and verbal communication to 30+ performers and technicians, creating production schedules, and ensuring that all tasks are completed on time.
- Demonstrated front office management excellence through proactively responding to patron requests, inquiries, and complaints for other shows in the season.

Technical Intern, The Flat Rock Playhouse

August 2013-May 2015

- Responsible for safe operation, troubleshooting, and maintenance of backstage equipment and technology.
- Oversaw and managed a rotating team of 30+ volunteers.
- Responsible for performance reports, scheduling, meeting minutes, and interdepartmental communications regarding productions assigned as stage manager (project manager).

Associate Director of Operations and Training, Chick-fil-A

April 2021-Ongoing

- Create the operational the training schedules for the restaurant.
- Oversee continuous and new training including creating new employee packages including uniforms and onboarding paperwork.

SKILLS

GEN. PROGRAMS AutoCAD | Trello | Asana | Adobe Photoshop | Adobe Premiere Pro | Advanced Excel

ENT. TECHNICAL TAIT Navigator | Visual Stage | grandMA3 | Yamaha CL5 | MovieMagic Scheduling

WEB DEV HTML | CSS | JavaScript | Python | C# | jQuery | React.js | MERN Stack | MySQL | MongoDB
Heroku | Git | GitHub Pages

CERTIFICATIONS OSHA 10 | PADI Open Water Diver

****Additional Work Experience Available Upon Request****