

RYAN L. EDBERG

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EXPERIENCE

Stage Manager (Theatrical)/First Assistant Director (Film) September 2005 to Present
Multiple Theatrical/Film Locations Los Angeles, CA & Chicago, IL

Duties Include:

- Managing cast and crew
- Acting as a liaison between the management and the company
- Managing rehearsals, tech rehearsals and performances
- Calling/Directing performances
- Running sound (mixers, QLab, CD) and lights (manual board, automated board, computerized board)
- Maintaining the prompt book, contact lists and calendars for productions
- Tracking all elements of the production
- Procurement of sets/props for production
- Continuity director for animations

Everything	<i>Minster Hill Animation</i>	May 2009 - Aug 2009
Siberian Farmland	<i>Minster Hill Animation</i>	Feb 2009 - Apr 2009
Drama Showcase	<i>American Musical & Dramatic Academy, Los Angeles</i>	Feb 2009 - Mar 2009
Drama Showcase	<i>American Musical & Dramatic Academy, Los Angeles</i>	Jan 2009 - Feb 2009
Jerry Springer the Opera	<i>Bailiwick Theatre</i>	May 2007 - Jun 2007
Jihad Hoedown	<i>3 Card Monte</i>	Nov 2006 - Apr 2007
General From America	<i>Timeline Theatre Company</i>	Jul 2006 - Oct 2006
The Awesome 80s Prom	<i>Bortz Entertainment Group</i>	Oct 2005 - Apr 2006
Einstein is a Dummy	<i>DePaul University</i>	Nov 2006 - May 2007
The Boxcar Children	<i>DePaul University</i>	Sep 2005 - Mar 2006

Sound Designer November 2006 to Present
Multiple Productions Los Angeles, CA & Chicago, IL

Duties Include:

- Collaborating with the Director and Stage Manager to develop an artistic vision
- Designing with ProTools
- Running with QLab and mixers
- Recording live audio & SFX
- Producing Call Sheets and Cue Forms
- Setting up speakers and sound equipment

Siberian Farmland	<i>Minster Hill Animation</i>	Mar 2009 - Apr 2009
Awaven	<i>Northwestern University Animation</i>	Feb 2008 - Jun 2008
BloodFeathers	<i>Northwestern University Animation</i>	Mar 2007 - Jun 2007
Jihad Hoedown	<i>3 Card Monte</i>	Nov 2006 - Apr 2007

Telecommunications Coordinator December 2009 to January 2010
Guitar Center Corporate Headquarters (Temporary Through OfficeTeam) Westlake Village, CA

Major accomplishments:

- Identified over-billing of wireless devices from over 1000 employees
- Coordinated implementation of new Wireless Aircard data usage plans to save approximately \$12K per year
- Automated monthly usage reports to cut down work time by approximately eight hours per report

Duties Included:

- Assisting in the management of a \$7M budget
- Administering new moderators for Guitar Center's web-meeting software
- Researching, managing, activating and troubleshooting employee Blackberrys, Aircards, and telephones
- Testing and researching new wireless devices for Guitar Center's corporate and retail stores
- Administrative duties for the Telecommunications department

Administrative Assistant to the VP & Chief Nursing Officer

August 2007 to July 2008

*Saint Francis Hospital**Evanston, IL*

Major accomplishments:

- Initiated, implemented, and currently maintain a conversion to PowerPoint from paper slides for a monthly hospital-wide financial and quality operations review conducted by the CEO and Vice-Presidents
- Conceived and implemented an emergency text paging initiative for the hospital Incident Command Center
- Implemented the transfer of Nursing Division policies and procedures to digital PDF format

Duties Included:

- Oversight of daily operations and management of Nursing Administration office
- Acquiring and editing payroll data
- Managing the Nursing Administration office including management of operational and capital budget, check requests, food requests, office supplies, and division purchasing
- Scheduling meetings, keeping meeting notes and organization for the Vice President
- Administrative support for the Vice President/Chief Nursing Officer and Nurse Directors, Educators and Managers
- Managing Nursing Division meetings

Other Employment

November 2002 to February 2010

*Multiple Positions**Chicago Area, IL/Los Angeles Area, CA*

Pet Training Instructor	<i>PetSmart</i>	Aug 2009 - Feb 2010
Pet Training Instructor	<i>PetSmart</i>	May 2007 - Feb 2008
Pet Care Specialist	<i>PetSmart</i>	May 2006 - May 2007
Carpenter/Welder/Painter	<i>DePaul University Theatre School Scene Shop</i>	Oct 2004 - Jun 2006
Outbound Call Center Associate	<i>InQ</i>	Jul 2004 - Sep 2004
Sales Representative	<i>Verizon Wireless</i>	Jun 2004 - Sep 2004
Transition Center Coordinator	<i>DePaul University, Barat Campus</i>	Apr 2004 - Jun 2004
Admissions Assistant	<i>DePaul University, Admissions Department</i>	Nov 2002 - Apr 2004

EDUCATION & SKILLS

DePaul University, Chicago, IL

September 2002 to June 2007

The Theatre School, formally The Goodman School of Drama

Bachelor of Fine Arts in Stage Management with a minor in Theatre Studies

Selected coursework included Stage Management, Sound Design, Lighting Technology, Makeup, Drawing and Drafting.

Relevant Skills

- Expert coordinator and Stage Manager of events and productions
- Expert level in the Microsoft Office Suite, including Word, Excel, PowerPoint, Access, and Outlook, Windows OS, and MAC OSX
- Proficient in ProTools, Photoshop7- CS3, and Quark
- Experienced in Peoplesoft, Animator DV, API Payroll Systems, CITRIX and QLab

HOBBIES & INTERESTS

The Magic Castle

September 1996 to Present

*Magician Member**Hollywood, CA*

Magician Member of the Magic Castle and Academy of Magical Arts. Youngest member to be admitted to the Junior Society of the Magic Castle at age 12½.

Interests include kayaking, camping, hiking, swimming, playing the flute and piano, and video editing.