

# RYAN L. EDBERG

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## EXPERIENCE

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**Telecommunications Coordinator** December 2009 to January 2010  
*Guitar Center Corporate Headquarters (Temporary Through Office Team)* 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

**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

**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

## Other Employment

*Multiple Positions*

November 2002 to February 2010  
*Chicago Area, IL/Los Angeles Area, CA*

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

## EDUCATION & SKILLS

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### **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

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### **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.