

Sarah Petla Assaad

Multidisciplinary Artist &
Company Manager

Chicago, IL 60660

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Top Qualifications

Coordinated & supervised
company wide events

Created & maintained
various budgets & tracking
logs

Oversaw operations of
various theatre spaces

Taught safety protocols

Skills

Managerial Food Service
Permit

Point of Sales, SAP, &
Concur

Microsoft Office, Google
apps, Apple products, Box &
QLab

Virtual/social media
marketing including the use
of Adobe Photoshop

Significant coursework in
mathematics (Algebra,
Calculus, Advanced
Calculus)

Valid California Driver's
License

Education

Bachelor of Art in Theatre &
Dance, University of
California, Davis

Experience

Meat Machine Ensemble / Artistic Team Member

June 2024 - Present, CHICAGO IL

- Assists in creating the yearly season
- Assists in auditions, casting, & directing

Oregon Shakespeare Festival / Transportation Coordinator

March 2022 - May 2023, ASHLAND OR

- Coordinated donations with a local car dealership to obtain four vehicles.
- Hired & supervised a team of drivers to safely transport over 150 visiting artists
- Created & implemented transportation management systems & driving schedules.
- Lead meetings with heads of departments to discuss artistic morale & logistics.
- On-call CM representative after-hours for assigned weekend & evening shifts.

Oregon Shakespeare Festival / Company Management Assistant

August 2021 - March 2022, ASHLAND OR

- Worked closely with the Company Manager to provide general office support to all CM staff, OSF guest artists, & company members to support artist services.
- Planned & hosted company wide events, campus tours, & meal delivery.

UC Davis & Northwestern University (American Music Theatre Project) / Stage Manager

September 2020 - May 2021

- Organized 100+ extras nationwide
- Provided clear reports between departments.
- Managed rehearsals daily across three time zones on Zoom.

UC Davis (Theatre & Dance Department) / Company Manager

June 2018 - June 2019

- Oversaw operations of the 750-seat proscenium, black box, & dance studio
- Created monthly newsletters to inform undergraduate/graduate students
- Responsible for training students in personal safety protocols & house management.

Kennedy Center American College Theatre Regional Festival / Development Coordinator

January 2019 - February 2019, Davis CA

- Fundraised \$7,000 in three months using targeted phone & social media marketing campaigns
- Arranged ground & air transportation for a live performance of 17 actors touring Oregon