

Hazelynn Meyer | Production Manager

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Former Production Manager for Poulsbo Community Orchestra with 10+ years in Production, Events and Stage Management, bolstered by a Google Project Management Certificate. Experienced in creative arts and education, fostering collaboration among interdisciplinary teams, and implementing efficient workflows. Keen attention to detail and expertise in communication, problem-solving, and able to manage multiple projects.

RELEVANT SKILLS & EXPERTISE

Project Management Lifecycle • Stakeholder Management • Team Coordination • Task & Workflow Management • Risk Management • Resource Allocation • Business Writing • Problem-Solving • Data-Informed Decision-Making • Relationship Building • Communication • Collaboration • Leadership • Influencing • Waterfall • Agile • Scrum • Asana • ClickUp • Kanban boards • Project Scheduling • Data Coordination • Google Drive • Strategic Thinking • Arts Administration • Verbal and Written Communication

EDUCATION, CERTIFICATES, & CERTIFICATIONS

Google Project Management Certificate • *Merit America, Virtual* **08/2024**

- Elevated production management skills, demonstrating command over key processes including **project initiation, planning, execution, monitoring, and closure** while utilizing **production management software** and **documentation tools** such as Google Drive
 - Applied theoretical knowledge to actionable strategies by completing hands-on projects, involving: defining **project goals** and **success criteria**, outlining **timelines** and **deliverables**, ensuring **stakeholder engagement** and **team alignment**, **procuring** and **allocating resources**, mitigating and **managing risks**, assuring **quality maintenance**, and making **data-informed decisions**
 - Developed expertise in strategic **problem-solving**, leveraging **leadership** and **influencing** skills to create cross-functional alignment through effective, clear and efficient **communication**
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PROFESSIONAL EXPERIENCE

Executive Director • *Guild of Nerds, International* **01/2023 - CURRENT**

- Championed strategic planning and operational oversight to foster **inclusivity** and **skill-building** within the cosplay community, enhancing community engagement by 40%
- Designed programs, **cultivated partnerships**, and **managed finances**, empowering cosplayers and advancing the organization's mission, resulting in a 70% increase in member participation
- **Developed educational resources** and programs aimed at young cosplayers to help support their interest in the hobby, and create opportunities for **skill development** and **community engagement**

Substitute Teacher • *DoDEA Lakenheath Middle School, RAF Feltwell, UK* **05/2022 - 06/2024**

- Adapted seamlessly to various **teaching styles**, while maintaining **classroom structure**, resulting in a smooth continuation of **curriculum delivery** and minimal disruptions to learning for music and theater classes of 20-30 students
- Project managed student picture day for 400 students, **creating a database** that minimized classroom disruptions, **created efficiency**, and streamlined post-event photo distribution, establishing me as the go-to manager for future projects
- Facilitated student engagement by creating a **positive learning atmosphere**, encouraging participation, and addressing **individual student needs**

Performance and Event Production Manager • *Poulsbo Community Orchestra, Poulsbo, WA* **12/2016 - 03/2020**

- Elevated to the Production Manager role from Stage Manager for exceptional **stakeholder engagement** and **community connections**, overseeing project planning and execution, and demonstrating leadership prior to promotion
- Organized all aspects of **concert productions**, managing diverse stakeholders including theater staff, conductors, board of directors, and musicians, securing seamless execution of events and exceptional audience experiences
- **Coordinated volunteers** by overseeing recruitment efforts and collaborating with Key Club to engage youth in various **event support roles**, ensuring adequate staffing and successful event execution
- Established and **maintained strong relationships** with conductors, musicians, venue staff, and guest artists, fostering a collaborative and efficient production environment
- Conducted thorough **walk-throughs** and reviews of event timelines and **technical requirements** with staff and partners, ensuring full preparation and clarity on responsibilities leading up to an event

Stage Manager • Freelance, USA

04/2014 - 07/2022

- Oversaw rehearsals, backstage and **technical operations** at various productions for the smooth execution of performances, contributing to the overall success and professionalism of the productions
- Managed backstage operations and **crew scheduling** during performances, guaranteeing adherence to **safety protocols** and efficient execution of cues and transitions, contributing to a 90% reduction in backstage incidents and errors
- Developed and managed **mentorship programs** for multiple student organizations, offering hands on guidance and training in theatrical production for 30+ students

Production Manager • My Haunted Forest, Vaughn, WA

03/2020 - 11/2021

- Orchestrated the seamless operation of a **large-scale production** that saw up to 1,000 guests per night, and oversaw a team of 50+ volunteers and staff members on a nightly basis through effective documentation and communication
- Built strategic initiatives to enhance **safety measures**, collaborating with county officials in 2020 to implement safety protocols for COVID-19 that ensured the well-being of staff and visitors and resulted in 0 COVID cases among staff
- Collaborated with the Fire Marshal to certify compliance with **fire safety regulations** on a site that featured **5 fire features**, achieving goals of protecting both guests and woodlands
- Demonstrated ability to work a **flexible schedule** by managing evening and weekend rehearsals and events, coordinating volunteers and staff to ensure seamless production operations across 40+ performances

1st Assistant Director • Freelance, USA

07/2018 - 02/2020

- Achieved a **95% on-time completion rate** for principal photography, surpassing industry standards and reducing costs through **effective negotiations**, clear communication, and efficient **time management**
- Facilitated seamless **communication** and collaboration among 40+ cast and crew members, orchestrating **daily production meetings** and providing clear direction in alignment with creative vision and production goals
- Implemented comprehensive **project management** techniques to optimize workflows, resulting in a 30% increase in **production efficiency** and ensuring adherence to tight deadlines while maintaining high-quality standards across all phases of production