

ANOUSHKA HEM

London, England | anoushkahemnani@gmail.com

EDUCATION

BA Theatre (Stage Management), Double Minor in Digital Humanities & History 2025
University of California, Los Angeles

WORK EXPERIENCE

Stage Manager, UCLA TFT 2021 - 2025
Los Angeles, California, United States

- Coordinated and oversaw the rehearsal process for 9 different theatrical productions
- Managed and documented production notes, oversaw all cues and transitions
- Collaborated with directors, cast members, and design teams and used problem solving skills to ensure the process went smoothly

Box Office Manager, Upstairs at the Gatehouse 2023
London, England, United Kingdom

- Effectively responded to enquiries over the phone and through email regarding ticket sales
- Utilized industry standard software to manage ticketing and insured successful customer loyalty
- Demonstrated versatility by stepping in to stage manage and lighting design a show during my time with the company

Office Assistant, UCLA Residential Life 2022 - 2023
Los Angeles, California, United States

- Responded to enquiries over the phone regarding event organization and planning
- Facilitated furniture transportation and organization for students with learning disabilities
- Created and distributed posters and flyers for various residential life events

Workshop Leader, Faust International Youth Theatre 2021
Hong Kong

- Worked with students aged 4-12 and taught them theatrical stories and songs
- Led daily activities, acting games and collaborative projects
- Facilitated a collaborative and safe environment for the children

CERTIFICATIONS

Google Project Management Certificate 2024

- Developed skills in project planning, scheduling, and resource allocation, utilizing tools such as Gantt charts and project management software
- Gained proficiency in Agile and Scrum frameworks, applying these methodologies to enhance team collaboration and project delivery
- Learned risk management techniques, enabling proactive identification and mitigation of potential project challenges

SKILLS

Collaboration, Team Management, Event Planning, Problem Solving, Artistic Vision, Digital Marketing, Social Media, Web Design, Public Speaking, Stage Management, Communication, Project Planning, Project Management, English (Native), Mandarin Chinese (Fluent), French (Conversational), Spanish (Beginner)