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| management | Projects, production staging, installations, immersive art environments, experiences, quality, execution of creative vision, crew supervision, vendor and subcontractor performance |
| fabrication | Woodworking, metalworking, micro-welding, low voltage electrical wiring, assembly, drafting, 3d models, scale models, CNC machining, laser cutting, moulding/casting, carving/sculpture |
| operations | Budget development/adherence, contract administration, negotiation, conflict resolution, financial reporting, logistical scheduling, cross-functional communication, business planning, marketing strategy and implementation, buying, creative problem solving, analytical thinking |
| software | Adobe (PhotoShop, InDesign, Illustrator), AutoCAD, SketchUP, Fusion360, SharePoint, MS Office & Project, Oracle Accounting, SAP Procurement, Learning Management System |
| work experience | <p>Ann Meilahn Studio (freelance) Chicago & Denver, 2004-present ARTIST * DESIGNER * FABRICATION * BUSINESS MANAGEMENT Project Management of various installations in theater, immersive art experiences, events, and interiors Implementation of environmental design components through hands-on fabrication and assembly Creation and retail sales of jewelry & art, jewelry education classes, and 'jewelry party' experiences Responsible for all operations including supply procurement, marketing plans and implementation, accounting, budget establishment/adherence, business strategy, customer service, and event participation</p> <p>Lockheed Martin - Space Systems Littleton, 2019 - present PROCUREMENT REPRESENTATIVE, Electrical Category Management of electrical parts acquisition and contract administration from PR through RFX/PO, including cost analysis, negotiation, vendor performance evaluation, quality management, and contract closeout</p> <p>Comedy Works Denver, 2017 BUSINESS AFFAIRS INTERN Assist Director of Business Affairs with contract and business plan analysis and development, research, event planning, RFPs and attrition analysis</p> <p>MarkWest (Accounting Dept) Denver, 2014-2016 ADMINISTRATIVE COORDINATOR Support CAO/SVP and large dept of 125 managing sensitive data, including employee information, SEC documents, expenses/budgets, CPA hours, trainings, onboarding, employee engagement, travel & events</p> <p>Denver Center for the Performing Arts Denver, 2011-2013 OVERHIRE PROP ARTISAN Fabrication of props including sewing, upholstery, refinishing, and carving; inventory maintenance</p> <p>Chicago Shakespeare Theater Chicago, 2007-2009 ASSISTANT PROP MASTER Project management of prop acquisition & creation, production load in/out, shop/tool maintenance, budget adherence, prop shopping, and staff & over hire employee management and development</p> <p>Anthropologie Highland Park, 2007 VISUAL ASSOCIATE Creation and installation of display vignettes as well as sales and customer service</p> <p>Chicago Scenic Studios Chicago, 2007 RENTALS MANAGER, Scenery, Props, Soft Goods and Special Effects Manage all rental operations, as well as soft goods fabrication, inventory control and expansion</p> <p>Redmoon Theater Chicago, 2005-2006 PRODUCTION ARTISAN * ART EDUCATOR * LEAD INTERN * INTERN Prop & set piece fabrication and installation, 1st grade theater arts integration class instruction</p> <p>Steppenwolf Theater Chicago, 2006 PROPERTIES INTERN Fabrication of props, prop research, inventory management, and cross-functional communication</p> |
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| portfolio | http://www.annmeilahnstudio.com |

props

"In the Red and Brown Water", Curious Theater, '14-'15 season (Prop Designer)
 "Venus In Fur", Curious Theater, '13-'14 season (Prop Designer)
 "Becky Shaw", Curious Theater, '11-'12 season (Prop Designer)
 "To Kill a Mockingbird", Denver Center Theater Company, '11-'12 season (Prop Artisan)
 "Liar Liar", Denver Center Theater Company, '11-'12 season (Prop Artisan)
 "American Nights", Denver Center Theater Company, '11-'12 season (Prop Artisan)
 "Clybourne Park", Curious Theater, Denver, CO '11-'12 season (Prop Designer)
 "Red", Curious Theater, Denver, CO '11-'12 season (Prop Assistant)
 "Aladdin", Chicago Shakespeare Theater, Chicago IL, '09-'10 season (Prop Master)
 "Twelfth Night", Chicago Shakespeare Theater, Chicago IL '08-'09 season (Prop Master)
 "MacBeth", Chicago Shakespeare Theater, Chicago, IL '08-'09 season (Asst. Prop Master)
 "Midsummer Night's Dream", Chicago Shakespeare Theater, Chicago, IL '09 season (Prop Master)
 "Edward II", Chicago Shakespeare Theatre, Chicago IL '08 season (Asst. Prop Master)
 "Marriage of Figaro", Remy Bumpo Theater, Chicago IL, Nov '08 (Prop Designer)
 "The House With No Walls", Timeline Theater, Chicago IL Oct '08 (Prop Designer)
 "Amadeus", Chicago Shakespeare Theatre, Chicago, IL '08 season (Asst. Prop Master)
 "The Voysey Inheritance", Remy Bumpo Theater, Chicago IL Sept '08 (Prop Designer)
 "Willy Wonka", Chicago Shakespeare Theatre, Chicago, IL '08 season (Asst. Prop Master)
 "Funk It Up About Nothin'", Chicago Shakespeare Theatre, IL '08 season (Asst. Prop Master)
 "Comedy of Errors", Chicago Shakespeare Theatre, Chicago, IL '08 season (Asst. Prop Master)
 "Othello", Chicago Shakespeare Theatre, Chicago, IL '08 season (Asst. Prop Master)
 "Romeo and Juliet", Chicago Shakespeare Theatre, Chicago IL, '08 season (Asst. Prop Master)
 "The Philadelphia Story", Remy Bumpo Theater, Chicago, IL, Sept '07-Nov '07 (Prop Designer)
 "Puppetmaster of Lodz", Writers' Theatre. Glencoe, IL. Feb '07-May '07 (Co-Prop Designer)
 "Black Diamond", Lookingglass Theatre. Chicago, IL April 2007 (Prop Designer)
 "Execution of Justice", About Face Theater, Chicago, IL, Dec 06-Jan 2007 (Prop Designer)
 "Joe Turner Come and Gone", Congo Square Theater, Chicago, IL, '07 season (Prop Designer)
 "The Unmentionables", Steppenwolf Theatre, Chicago IL June 2006 (Prop Intern)
 "First Look Repertory", Steppenwolf Theatre, Chicago IL July 2006 (Prop Intern)
 "The Pillowman", Steppenwolf Theatre, Chicago, IL August 2006 (Prop Intern)
 "The Best Man", Remy Bumpo Theater, Chicago IL, September 2006 (Prop Designer)
 "Hatfield and McCoy", The House Theater, Chicago, IL September 2006 (Prop Designer)
 "Rhino Festival", Greasy Joan & Co., Chicago, IL, September 2006 (Prop Designer)
 "The Well Runs Dry", Redmoon Theatre, Chicago, IL Spring 2006 (Prop Designer)
 "The Golden Truffle", Redmoon Theatre, Chicago, IL Spring 2006 (Lead Prop Intern)
 "Project Z", Redmoon Theatre, Chicago, IL October 2006 (Prop Designer)
 "From Nothing", Redmoon Theater, Chicago, IL Fall 2005 (Prop Intern)
 "Loves Me, Loves Me Not", Redmoon Theater, Chicago IL Fall 2005 (Prop Intern)
 "From Nothing", Redmoon Theatre, Chicago, IL Fall 2005 (Prop Intern)
 "Taking Sides", Wordshed Theatre, Chapel Hill, NC, Fall 2004 (Prop Artisan)

installations/sets

"Project Z", Redmoon Theater, Chicago, IL. October 2006 (Prop Designer)
 "Laundry and Bourbon", Janus Theater, Elgin, IL, Oct 2006 (Scenic Designer)
 "Twilight Orchard", Redmoon Theater, Chicago, IL, Aug-Oct 2006 (Installation Artist)
 "Redmoon Theater Founder's Gala", Chicago, IL 2006 (Installation Artist)
 "Brilliant Traces", Self-Induced Theatre, Durham, NC, Jan 2005 (Scenic Designer)
 "Moon for the Misbegotten", Deep Dish Theatre, Chapel Hill, NC, Feb 2005 (Asst. Set Designer)
 "The Tempest", Shakespeare & Originals Theatre, Chapel Hill, NC, Oct 2004 (Scenic Designer)
 "A Paradise It Seems", Wordshed Theatre, Chapel Hill, NC, July 2004 (Scenic Artist)
 "Far Away", Manbites Dog Theatre, Durham, NC, May 2004 (Scenic Artist)
 "The Man Who Tried To Save the World", Burning Coal Theatre, Raleigh, 2004 (Scenic Artist)
 "Faust", Shakespeare & Originals Theatre, Chapel Hill, NC, April 2004 (Scenic Artist)

ANN MEILAHN MBA, CERTIFICATE IN ENTERTAINMENT MANAGEMENT

INSTALLATION ARTIST • LEADER • PROJECT MANAGER

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|----------------|---|--|---------|
| events | Smith Wedding, Denver, CO June 2012 (Event Planner) Doran Wedding, Denver, CO July 2010 (Event and Floral Designer) Hospice Charity Ball, Alamance County Arts Council, NC, January 2005 (Event Designer) | | |
| puppets | "Laiki's Coffin: A suitcase opera" Collaboraction Theater & Redmoon Theater, June 2006 (Artisan) "Spectacle Lunatique" Redmoon Theater, Spring 2006 (Artisan, Puppetmaster) | | |
| art direction | Commercial: "UNC-PRIME", Chapel Hill, NC, March 2004 | | |
| education | University of Colorado-Denver | MBA - Master of Business Administration Certificate - Sports and Entertainment Management | 2018 |
| | Rocky Mountain College of Art and Design | BFA - Interior Design (candidate) | 2011-21 |
| | University of Colorado-Denver | M.Arch - Master of Architecture (candidate) | 2009-11 |
| | School of the Art Institute-Chicago | BFA - Fine Art (candidate) | 2005-07 |
| | University of California-Berkeley | Interior Design studies | 2003 |
| | University of Wisconsin-Madison | BS Psychology | 2002 |
| certifications | Project Management Professional (PMP) | Denver, 2021 in progress | |
| | Six Sigma Greenbelt | Denver, 2021 in progress | |
| | NASBA Ethical Leadership | Denver, 2015 No expiration | |
| volunteer | Museo de las Americas | Denver, 2011-2012 | |
| | EXHIBIT INSTALLATION AND LOAD OUT | | |
| | IIDA Pret-A-Porter Fashion Show | Denver, 2011 | |
| | EXPERIENCE/SET DESIGN, INSTALLATION AND LOAD OUT | | |