

# Stacy Hennon Stone

---

2420 East 4<sup>th</sup> Street #11  
Long Beach, CA 90814

(909) 286-0989  
[stacy.hennon@gmail.com](mailto:stacy.hennon@gmail.com)

## PROFILE

Self-motivated and highly efficient individual who is result oriented and determined. Excellent in a fast pace environment. Works well independently as well as in a team. Can see the larger picture and work towards it while still paying attention to smaller details. Always open to new ideas and ways to do things.

## SKILLS

- MS Word, Excel, Outlook, PowerPoint, QuickBooks, SketchUp, AutoCAD, VectorWorks and all Internet browsers.
- Task management, leadership, effective communication and delegation.
- Accounts payable/receivable, expense reports and budgeting
- Set design, construction, theatrical lighting, scenic painting, props construction and basic sewing

## PROFESSIONAL EXPERIENCE

### Assistant Technical Director, Facilities Technician and IT (September 2008-Current)

Palos Verdes Performing Arts, Rolling Hills Estates, CA

- Hired and scheduled up to 30 crew members for shows, events and maintenance.
- Researched and ordered material and replacement parts for shows and facilities.
- Maintain three buildings (painting, janitorial, phone system, etc.)
- Assisted in creating and maintaining budgets for shows and maintenance projects.
- Set up and manage 16 work stations including computers and phone systems.
- Created and manage a program for employee recognition and team development.
- Manage subcontractors on building maintenance and improvement projects.

### Operations Manager and Props Master (2009 – 2015)

Long Beach Opera, Long Beach, CA

- Research and schedule venues for upcoming shows
- Collect and organize receipts for end of show audits
- Assist in organizing and running show load ins and strike

### Board Member/ Technical Director (2009 – 2011)

El Segundo Broadway in the Park, El Segundo, CA

- Collaborated and helped create the new 501(c)3
- Recruit fellow board members, creative team and volunteers
- Work with Director/Producer to design sets, lights, sounds and props for summer shows
- Arrange load in and strike of all elements into a baseball field
- Help organize and work on auditions, marketing plans, fundraisers and smaller donor event

### Personal/Executive Assistant (January 2008 – July 2008)

Sheila Kelley/Sheila Kelley's S Factor, Los Angeles, CA

- Managed company's client and staff recognition program.
- Developed company-wide contact management system.
- Coordinated corporate & personal calendars for the executive office.
- Provided administrative support for seven U.S. locations with 200+ employees.
- Interviewed, hired, and supervised personal household staff.
- Detailed travel arrangement, continental and international.

General Manager (May 2006 - November 2007)

Redlands Civic Light Opera, Redlands, CA

- Collaborated and helped create the new 501(c)3.
- Facilitated Broadway-style musical productions in San Bernardino County.
- Managed over 50+ employees as a Production Manager.
- Created and maintained Subscriber Database, managing 3000+ patron accounts.
- Maintained corporate accounts, payroll and cash flow.
- Designed and executed operational plans and procedures for the company.
- Managed IT system

**EDUCATION**

**University of Redlands (2006)**, B.A. in Technical Theatre, minor in Business Administration.

**The Center of Nonprofit Management (2016)**: Certificates of Completion for Interpreting Financial Statements, Financial Management for Small Business, Work Place and Personal Skills and Comprehensive Management.

**REFERENCES**

Greg Forbess  
Director of Operations  
Palos Verdes Performing Arts  
310-544-0403 ext 228  
GregF@palosverdesperformingarts.com

Jeff Cason  
Executive Director  
Broadway in the Park  
310-529-4911  
jeff.cason@gmail.com

Andrew Vonderschmitt  
Artistic Director  
Long Beach Playhouse  
562-494-1616  
AndrewV@lbPlayhouse.org