

STEPHANIE AKPAPUNA

CONTACT

(504.758.2116
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SKILLS

- Google suite
- Microsoft Access
- Project management
- Event planning/Management
- Adobe Photoshop
- Record Keeping
- Mac & Windows Proficient

EDUCATION

CARNEGIE MELLON UNIVERSITY
Master of Fine Arts
Stage and Production Management
May 2020

DILLARD UNIVERSITY
Bachelor of Arts
Theater - Technical Concentration
May 2016

REFERENCES

AMY NICHOLS
Asst. Head & Director of Student Services
Carnegie Mellon University, School of
Drama
nichols@andrew.cmu.edu | 412.268.1581

TINA SHACKLEFORD
Associate Teaching Professor, Stage
Management
Carnegie Mellon University
tshackleford@cmu.edu

MOLLY MCCARTER
Professor of Stage Management
University of North Carolina School of the
Arts
mccarterm@uncsa.edu | 336.734.2926

EXPERIENCE

ACADEMIC ADMINISTRATIVE SUPPORT (GRADUATE ASSISTANT)

CARNEGIE MELLON UNIVERSITY | AUGUST 2018 - MAY 2020

- Provide administrative support to the Director of Student Services.
- Manage and update student records.
- Coordinate internal room scheduling for School of Drama courses.
- Maintain confidentiality with sensitive student information.
- Assist with course scheduling.
- Basic Administrative tasks as needed

PRODUCTION MANAGER (DESDEMONA'S CHILD)

CARNEGIE MELLON UNIVERSITY | OCT. 2019 - APR. 2020

- Supervise, track and organize production's budget.
- Schedule, run and maintain design and production meetings.
- Guide the director and design team through the design process to ensure timely completion of designs .
- Assist the design team in determining the feasibility of design in relation to time, budget and labor.
- Facilitate clear communication throughout production process.
- Maintain a safe working environment throughout production process.

STAGE MANAGER (THE DANCE FLOOR, HOSPITAL ROOM AND KITCHEN TABLE)

CARNEGIE MELLON UNIVERSITY | OCT. 2019 - NOV. 2019

- Created and maintained lines of communication between the cast and production team.
- Maintained and organized rehearsal and performance spaces.
- Ensured proper and smooth run of rehearsals.
- Created and distributed reports concerning rehearsals, performances, injuries/accidents.
- Maintained the director's intentions for the show throughout run of the show.

PRE-COLLEGE ADMINISTRATOR

CARNEGIE MELLON UNIVERSITY, SCHOOL OF DRAMA | SUMMER 2019

- Created class and workshop schedules for students.
- Updated database and tracked student attendance.
- Supervised and supported team in the day to day activities of pre-college program.