

RYAN L. EDBERG

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EXPERIENCE

Telecommunications Coordinator December 2009 to January 2010
Guitar Center Corporate Headquarters (Temporary Through Office Team) Westlake Village, CA

Major accomplishments:

- Identified over-billing of wireless devices from over 1000 employees
- Coordinated implementation of new Wireless Aircard data usage plans to save approximately \$12K per year
- Automated monthly usage reports to cut down work time by approximately eight hours per report

Duties Included:

- Assisting in the management of a \$7M budget
- Administering new moderators for Guitar Center's web-meeting software
- Researching, managing, activating and troubleshooting employee Blackberrys, Aircards, and telephones
- Testing and researching new wireless devices for Guitar Center's corporate and retail stores
- Administrative duties for the Telecommunications department

Administrative Assistant to the VP & Chief Nursing Officer August 2007 to July 2008
Saint Francis Hospital Evanston, IL

Major accomplishments:

- Initiated, implemented, and currently maintain a conversion to PowerPoint from paper slides for a monthly hospital-wide financial and quality operations review conducted by the CEO and Vice-Presidents
- Conceived and implemented an emergency text paging initiative for the hospital Incident Command Center
- Implemented the transfer of Nursing Division policies and procedures to digital PDF format

Duties Included:

- Oversight of daily operations and management of Nursing Administration office
- Acquiring and editing payroll data
- Managing the Nursing Administration office including management of operational and capital budget, check requests, food requests, office supplies, and division purchasing
- Scheduling meetings, keeping meeting notes and organization for the Vice President
- Administrative support for the Vice President/Chief Nursing Officer and Nurse Directors, Educators and Managers
- Managing Nursing Division meetings

Stage Manager (Theatrical)/First Assistant Director (Film) September 2005 to Present
Multiple Theatrical/Film Locations Los Angeles, CA & Chicago, IL

Duties Include:

- Managing cast and crew
- Acting as a liaison between the management and the company
- Managing rehearsals, tech rehearsals and performances
- Calling/Directing performances
- Running sound (mixers, QLab, CD) and lights (manual board, automated board, computerized board)
- Maintaining the prompt book, contact lists and calendars for productions
- Tracking all elements of the production
- Procurement of sets/props for production
- Continuity director for animations

Sound Designer November 2006 to Present
Multiple Productions Los Angeles, CA & Chicago, IL

Duties Include:

- Collaborating with the Director and Stage Manager to develop an artistic vision
- Designing with ProTools
- Running with QLab and mixers
- Recording live audio & SFX
- Producing Call Sheets and Cue Forms
- Setting up speakers and sound equipment

Other Employment

Multiple Positions

November 2002 to February 2010
Chicago Area, IL/Los Angeles Area, CA

Pet Training Instructor	<i>PetSmart</i>	Aug 2009 - Feb 2010
Pet Training Instructor	<i>PetSmart</i>	May 2007 - Feb 2008
Pet Care Specialist	<i>PetSmart</i>	May 2006 - May 2007
Carpenter/Welder/Painter	<i>DePaul University Theatre School Scene Shop</i>	Oct 2004 - Jun 2006
Outbound Call Center Associate	<i>InQ</i>	Jul 2004 - Sep 2004
Sales Representative	<i>Verizon Wireless</i>	Jun 2004 - Sep 2004
Transition Center Coordinator	<i>DePaul University, Barat Campus</i>	Apr 2004 - Jun 2004
Admissions Assistant	<i>DePaul University, Admissions Department</i>	Nov 2002 - Apr 2004

EDUCATION & SKILLS

DePaul University, Chicago, IL

September 2002 to June 2007

The Theatre School, formally The Goodman School of Drama

Bachelor of Fine Arts in Stage Management with a minor in Theatre Studies

Selected coursework included Stage Management, Sound Design, Lighting Technology, Makeup, Drawing and Drafting.

Relevant Skills

- Expert coordinator and Stage Manager of events and productions
- Expert level in the Microsoft Office Suite, including Word, Excel, PowerPoint, Access, and Outlook, Windows OS, and MAC OSX
- Proficient in ProTools, Photoshop7- CS3, and Quark
- Experienced in Peoplesoft, Animator DV, API Payroll Systems, CITRIX and QLab

HOBBIES & INTERESTS

The Magic Castle

September 1996 to Present

Magician Member

Hollywood, CA

Magician Member of the Magic Castle and Academy of Magical Arts. Youngest member to be admitted to the Junior Society of the Magic Castle at age 12½.

Interests include kayaking, camping, hiking, swimming, playing the flute and piano, and video editing.