

KATRINA CANILLAS



973-985-6566



k.anne.canillas@gmail.com



Bergen County, NJ

Profile Summary

Resourceful and adaptable production assistant with extensive hands-on experience supporting live theatre, youth productions, and high-pressure creative environments. Proven track record in stage management, costume and set coordination, front-of-house operations, and team communication. Skilled in juggling multiple responsibilities across departments, from organizing props and wardrobe to liaising with parents, artists, and crew. Known for staying calm under pressure, thriving in fast-paced settings, and contributing to the smooth execution of live events and performances. Passionate about touring, live entertainment, and helping creative teams bring their work to life.

Skills

Stage Production | Stage Manager | Props and Costumes | Proofreading | Editing & Proofreading | Project Management | Journalism | Research | Social Media | Calendar Management | Administrative & Clerical Skills | Content Management Systems | Microsoft Office Suite | Google Workspace

Experience

Porch Light Production and Studio | Paramus, NJ Mar 2023 - July 2024

Stage Manager | Costumes | Props | Teaching Assistant

- Utilized strong organizational and calendar management skills to coordinate production schedules, resulting in seamless execution
- Assisted in stage setup and transitions with meticulous attention to detail—valuable for proofreading and content accuracy.
- Managed multiple projects in the costume department, multitasking effectively to meet all deadlines consistently.
- Executed precise lighting cues, following structured guidelines—showcasing ability to meet deadlines and maintain consistency.
- Provided front desk support, handling inquiries professionally which has strengthened administrative and interpersonal communication skills.
- Guided young performers through rehearsals, offering clear direction—demonstrating strong communication and leadership.

Nordstrom | Paramus, NJ Nov 2017- Jul 2020

Sale Associate

- Delivered exceptional customer service, building and maintaining positive relationships with clients, which translated into exceeding sales goals
- Managed department logistics, including inventory, stock replenishment, and product merchandising, ensuring the smooth flow of operations.
- Supported direct-to-customer order processes, managing logistics and assisting with order fulfillment to meet client needs

Education

Bergen Community College
Associate of Science in Broadcasting

Language

English: native

Spanish: intermediate

French: beginner

Russian: beginner

Awards

🏆 3rd Place in the New Jersey Newspaper Contest 2016-2017 New Jersey Collegiate Press Association

<https://www.linkedin.com/in/katherine-anne-canillas/>
https://www.imdb.com/name/nm13469684/?ref_=ext_shr_lnk