

# MADELINE LEONG

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www.madelineleong.com

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## EDUCATION

### BA Theatre Arts

### Minors Psychology & Political Science

Sacred Heart University  
Fairfield, Connecticut  
2021-2025

### Conservatory Certificate

Stella Adler Studio of Acting  
New York, New York  
Summer 2025

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## MEMBERSHIPS

- Alpha Psi Omega, Natl. Theatre Honor Society - *Founding President*, Sacred Heart University
- Kappa Alpha Theta Sorority

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## SOFTWARES

- MacOS
- Microsoft Office
- Google Suite
- Adobe Suite
- Canva
- Procreate
- Wix
- Capcut
- Zoom

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## SKILLS

- Creative collaboration
- Communications management
- Conflict resolution
- Email correspondence and management
- Calendar management
- Social media expertise
- Website design and development
- Photography
- Photo and video editing
- Graphic design
- Acting and musical theatre performance
- Theatrical lighting and sound design and operation

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## WORK EXPERIENCE

### Wardrobe Supervisor

American Theater Group  
Basking Ridge, New Jersey  
September - December 2025

- Participation in the process and development of a theatrical production of *Our Town* by Thornton Wilder and a staged performance reading of *It's A Wonderful Life*.
- Preparing costumes for performances and rehearsals
- Coordinating laundry and repairs to garments
- Assisting the costume designer in fittings, costume filing, & paperwork

### Front of House Manager

Edgerton Center for the Performing Arts  
Sacred Heart University - Fairfield, Connecticut  
September 2022 - May 2025

- Led a team of theater ushers
- Documented event reports
- Management of theater spaces
- Ticketing operations
- Networking and communication with event organizers
- Maintenance of theater etiquette during theatrical performances
- Trained and recruited new team members
- Guided patrons and customer service

### Nanny

The Stanhope Family  
Weston, Connecticut  
August 2024 - May 2025

- Attended to the care of two elementary aged children
- Light housework
- Provided transportation

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## REFERENCES

### Erin Marcel

Edgerton Center for the  
Performing Arts  
Assistant Director of Performing  
Arts Operations  
Sacred Heart University  
Email: marcele@sacredheart.edu  
Phone: 203.396.8247

### Jerry Goehring

Director of Performing Arts  
Sacred Heart University  
Email: goehringg@sacredheart.edu  
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### Casey Stanhope

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