

MADÉLINE LEONG

@ madelinecleong@gmail.com

 www.madelineleong.com

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

MEMBERSHIPS

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

SOFTWARES

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

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 design and operation

WORK EXPERIENCE

Wardrobe Supervisor

American Theater Group
Basking Ridge/Union/Rahway, New Jersey
September 2025 - Present

- Participation in the process and development of a theatrical production of *Our Town* by Thornton Wilder, a staged performance reading of *It's A Wonderful Life*, and Lerner & Loewe's *My Fair Lady*.
- Preparing costumes and wigs 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

REFERENCES

Erin Marcel

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

Jim Vagias

Co-Founder
Producing Artistic Director
American Theater Group
Email: vagias732@gmail.com

Jerry Goehring

Director of Performing Arts
Sacred Heart University
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Cat Murphy

Production Manager
American Theater Group
Email: catmurphy@mac.com