

Skylar Jean

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SUMMARY

Creative and detail-oriented Event Production Designer with a strong background in experiential design, project management, and live event execution. Adept at leading teams, managing budgets up to \$250,000, and delivering high-impact events for corporate and social clients. Skilled in developing proposals, overseeing technical production, and integrating new technologies to enhance event experiences. Proven ability to streamline communication, solve problems efficiently, and execute seamless productions. Strong foundation in design and management, bringing a unique blend of artistic vision and logistical expertise to every project.

RELEVANT EXPERIENCE

Event Production Designer

May 2022 - December 2024

B Floral - New York

- Designed and executed over 100 events for up to 1,500 guests, including galas, product launches, conferences, influencer events, corporate parties and social events
- Led teams of up to 50 in pre-production and event setups focusing on seamless execution and maintaining standards
- Created event proposals based on client needs and budgets, including renderings and mockups for quick client approvals
- Served as client point of contact to streamline communication and problem solving throughout the entire event timeline
- Developed pricing and budget for events up to \$250,000, tracked spending during pre-production, and created post-event expense reports
- Owned deployment of new technology such as die-cut machines, laser engravers/cutters, and AI image generation

Stage Manager

September 2017 - May 2022

Independent Contractor - New York

- Supervised productions for their entire lifecycle including all technical and interpersonal elements
- Led all meetings, rehearsals, and performances, managing up to 100 creative artists while maintaining safety standards
- Functioned as the communication hub between up to 10 departments ensuring efficiency in a short production timeline
- Maintained creative vision and production standards by serving as a representative for all departments

Scenic Designer and Artist

September 2016 - May 2022

Independent Contractor - New York

- Designed all scenic elements for different productions, focusing on experiential design to bring each show to life
- Created renderings, mockups, scale models, and drafted floorplans of all designs for visualization and production
- Supervised the construction, painting, installation and production of all pieces of the design
- Collaborative with up to 5 other design departments to create a cohesive design concept

EDUCATION & CERTIFICATIONS

Marymount Manhattan College

Bachelor of Arts in Theatre with Concentrations in Scenic Design, Producing, and Management

Project Management Certificate

Google Project Management Certification - Completed 2024

SKILLS & ABILITIES

Crisis Management

Project Management

Creative Problem Solving

Organization

Google Workspace

Budget Management

Vendor Management

Photoshop

Experiential Design