

# ALLY MARIE LARDNER she/her/hers

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**SUMMARY** Dynamic coordinator with expertise in Emmy-winning TV production, theatre and live performance, and editorial leadership. Proven track record of collaborating with producers to elevate storytelling quality. An expert at copyediting, project management, and creatively resolving logistical challenges under tight deadlines.

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## WORK EXPERIENCE

Script Coordinator, Disney/ABC's *General Hospital* 2021 - present

- ❖ Facilitate seamless production of Emmy-winning program by formatting, proofreading, and distributing 260+ scripts/year, meeting deadlines with attention to the clarity and continuity of story and character.
- ❖ Manage digital storage of script documents across all stages of the revision and production process.
- ❖ Assisted in airing the 60th Anniversary Special and the milestone 15,000th episode, highlighting GH's well-earned legacy as America's longest-running daytime drama.

Editor-in-Chief, TRASH MAG 2023 - 2025

- ❖ Led the digital & print operations of an independent zine, sparking discussions of power, privilege, identity, and representation via website, live events, social media community, and physical editions.
- ❖ Produced and distributed clear, actionable weekly coordination summaries that reduced miscommunication and kept cross-functional teams aligned on decisions, deadlines, and next steps.
- ❖ Hired, on-boarded, and provided development opportunities to staff, increasing efficiency of publishing while bolstering a higher quality of written and designed content in our early career contributors.

Theatrical Stage Manager, Freelance 2022 - 2025

- ❖ Created and maintained forms, templates, and tracking sheets to communicate expectations and action items to cast and crew of 5-20, and creative team of 7+.
- ❖ Coordinated logistics for rehearsals, production meetings, technical runs, performances, and other programming, in service of cast and creative team needs while adhering to AEA regulations. When on Zoom, coordinated virtual logistics, including tech set-up, breakout rooms, and recording plans.
- ❖ Supervised 50–200+ technical and performer cues per performance, adapting in real time to malfunctions and setbacks to maintain seamless pacing and preserve the artistic and emotional impact of each show.

Arts Festival Production Manager, Boston College Arts Council 2020 - 2021

- ❖ Designed and managed the production calendar for a 3-day festival of the arts, building programming from concept through post-mortem for 50+ participating offices, classes, vendors, and organizations.
  - ❖ Addressed minute-by-minute logistics re: venues, tech equipment, audience and talent management, adverse weather conditions, and health and safety procedures re: COVID-19.
  - ❖ Successfully introduced over a dozen new acts, established an open-air performance stage, and relocated the Main Stage to allow for more inclusive physical accessibility.
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## EDUCATION

Boston College, B.A., Applied Psychology and Human Development. Minors: English, Educational Theatre  
Lynch School of Education Honors Program

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## SKILLS

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| ❖ 90 WPM              | ❖ Google Workspace | ❖ Slack                             |
| ❖ Adobe Acrobat       | ❖ Leadership       | ❖ Trello                            |
| ❖ Attention to Detail | ❖ Microsoft Office | ❖ Website design (Wix, Squarespace) |
| ❖ Canva design        | ❖ Multi-tasking    | ❖ Zoom                              |
| ❖ Final Draft 11 & 12 | ❖ Proofreading     |                                     |