

ANGELICA MIGUEL

angelicamiguel.com

703.953.5371

angelica.a.miguel@gmail.com

Alexandria, VA

▶ PROFESSIONAL EXPERIENCE

Executive & Creative Coordinator

Signature Theatre | Arlington, VA | 2021 - Current

- o Produce multimedia advertising campaigns by developing scripts, leading creative brainstorming, coordinating video and photo shoots, and sourcing all creative assets.
- o Design print and digital materials, including show merchandise, show artwork, point of sale, and promotional graphics.
- o Manage casting and hiring logistics, provide high level administrative support to executive leadership, and oversee internal communications and complex scheduling workflows.

Associate Producer - Cabarets

Signature Theatre | Arlington, VA | Concurrent Role

- o Lead the creative development of Signature's consistently sold-out cabaret series, coordinating artist preparation, curating show materials, and shaping the overall audience experience.
- o Partner with artistic, production, and marketing teams to align setlists, visual assets, and technical needs with each cabaret's creative vision.
- o Facilitate creative ideation sessions and manage all technical logistics, ensuring seamless collaboration across departments.

Office Coordinator

Livesay & Myers P.C. | Arlington, VA | 2020 - 2021

- o Managed front desk operations and maintained detailed scheduling across multiple attorney calendars, ensuring efficient coordination of consultations and client meetings.
- o Oversaw cash-handling procedures, balanced the cash box, and tracked client payments through accurate receipt and bookkeeping processes.
- o Provided broad administrative support, including file management, supply oversight, and timely response to a high volume of calls and emails for attorneys and paralegals.

Administrative Assistant

The Motley Fool | Alexandria, VA | Nov 2019 - Aug 2020

- o Served as the primary point of contact during the transition of 500+ clients into a new billing system via phone, email, and mailed correspondence.
- o Maintained accurate documentation of client accounts and fee disclosure agreements.
- o Collaborated with client experience and financial planning teams to complete conversions and data entry with accuracy and confidentiality.

▶ EDUCATION

Graphic Design Undergraduate Certification

George Mason University | Fairfax, VA | 2025
Dean's List 2024 - 2025

Bachelor of Arts in Performance & Directing Minor in Philosophy & Law

George Mason University | Fairfax, VA | 2019
Summa Cum Laude

▶ PROFESSIONAL DEVELOPMENT

Member

American Advertising Federation | DC Chapter
2025 - Current

Member

American Institute of Graphic Arts | New York, NY
2025 - Current

Casting & Artistic Fellowship

Signature Theatre | Arlington, VA | 2019

Associate Producer for the Summer Cabaret Series and served as casting associate on multiple award-winning productions.

Apprenticeship

Williamstown Theatre Festival | Williamstown, MA | 2018

Rotated through multiple departments (costumes, crew, acting) and collaborated with Broadway & film/tv veterans.

▶ SKILLS & INTERESTS

- o Adobe Creative Suite (InDesign, Illustrator, Photoshop, Lightroom, XD)
- o Creative Direction
- o Microsoft Office Suite
- o ChatGPT & Sora
- o Canva
- o Wordpress (Basic)
- o Google Workspace
- o Slack
- o PC & MacOS
- o Zendesk
- o Tesseract Lite
- o Project Management
- o Collaboration
- o Time Management
- o Copywriting
- o Spanish Language
- o Cooking (Latin, Italian)
- o Boxing