

JADE SANTANA

(323) 604-8346

jadesantanacortes@gmail.com

REFERENCES UPON REQUEST.

THEATRE OPERATIONS & ARTISTIC LEADERSHIP

EXPERIENCE

Los Angeles Performing Arts Conservatory, Los Angeles

— *Artist In Residence and Assistant to the CEO* (MAY 25' - JUN 26')

Artist In Residence for theatrical productions, supporting rehearsals from development through performance as a stage manager and understudy;

Partnered with faculty and directors to maintain artistic standards and ensure production remain aligned with the creative vision;

Coordinated production logistics, rehearsals schedules, performer communication, and day-to-day operations across departments;

Provided administrative support directly to executive leadership, managing priorities in a fast-paced education/ production environment;

Assisted with accreditation documentation and institutional compliance;

Produced and organized the Graduation Showcase, coordinating both in-person and virtual presentations that connect graduating actors with representation and casting directors.

The American Academy Of Dramatic Arts, Los Angeles

— *Assistant to Acting Coordinator* (JUNE 17' - MAY 25')

Coordinated casting, faculty schedules, student productions, and academic operations supporting one of the nation's leading acting conservatories;

Served as a liaison between faculty and students, ensuring clear communication and smooth execution of productions;

Assisted with play selection and casting while supporting production logistics;

Mentored student actors and helped maintain artistic and educational standards;

Managed confidential records and production documentation with discretion and accuracy;

Balanced multiple priorities and deadlines in a fast-paced theatrical environment.

EDUCATION

The American Academy of Dramatic Arts, Los Angeles -
AA in Acting, Class of 2017

UniCeub, Brazil - Architecture
and Urbanism, Class of 2016

CORE STRENGTHS

Team and Rehearsal
Leadership

Stage Management

Casting & Actor Evaluation

Detail oriented

Scheduling & Logistics

Quality Control &
Problem-solving

Communication/ Bilingual

Public Speaking

AWARDS

Broadway World Regional
Awards 2019 - *Best Featured
Actress* (Nomination)

Scenies 2019 - *Best Ensemble
and Best Drama*

LANGUAGES

Portuguese (fluent)

English (fluent)

Galeria Celso Junior, Brazil — Curator (JULY 20' - JANUARY 22')

Managed client relationships and coordinated high-value art sales;

Oversaw production timelines and communication across multiple stakeholders;

Resolved operational challenge while maintaining exceptional client service.

The School Of Nations, Brazil — High School Arts

Coordinator and Teacher (JULY 20' - DECEMBER 20')

Directed and coordinated theatre and music programming during the pandemic;

Led rehearsals and coached student performers;

Managed communication among students, faculty, and families;

Oversaw logistics for large-scale virtual arts programming.

Fabio Camargo Paisagismo, Brazil — Landscape CADist

(JANUARY 14' - DECEMBER 15')

Software Proficiency: AutoCAD and SketchUp.

Landscape design skills including site analysis and layout; Attention to detail since drafts need to be error-free and precise; Constant team work when dealing with architects, engineers, and clients.

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HEIGHT: 5FT

WEIGHT: 113LB

HAIR: DARK BROWN

EYES: BROWN



Reel

THEATRE (partial list)

Lend Me A Tenor	Maria (<i>Sup.</i>)	International City Theatre - Dir. Todd Nielsen
Anna In The Tropics**	Marela (<i>Lead</i>)	Open Fist Theatre Company – Dir. Jon Rivera
Code Pink	Penny (<i>Lead</i>)	The Academy Theatre - Dir. Adam Chambers
Free Ride	Marisol (<i>Sup.</i>)	The Second City – Dir. Ron West
2nd Great Dying	Katrina (<i>Lead</i>)	The Chance Theatre – Dir. Jen Chang
Amerika!	Ensemble Piece	Open Fist Theatre Company – Dir. Dietrich Smith

**Broadway World Regional Awards, 2019 nominee for Best Featured Actress In A Play

FILM (partial list)

Act!	Lead	Barouh Productions - Dir. Freddy Barouh
The Stitch	Lead	LMU - Dir. Yashira Ponce
Courage	Lead	Lost Lion Prod. – Dir. Chey Loran
Lady Parts	Supporting	Lady Parts Film LLC - Dir. Nancy Boyd
I Watched You Become Death	Supporting	JES Films – Dir. Jon Santana
The Last Motion Picture Of Stanley	Supporting	Side Pocket Films – Dir. Trentyn Evans

WEB SERIES

Goodbye, My CEO	Supporting	Reelshort - Dir. Zao Wang
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MUSIC VIDEO

We Are Walking On	Dancer/ Choreog.	The United Nations - Dir. Puja Maewal
Fade Me Away	Female Lead	Cale Tyson - Dir. Austin Leah
Pressa	Female Lead	Juliana Franke - Dir. Virna Smith

SKILLS

Singing (Alto/ Mezzo D3-A5), Driver's License (stick shift and automatic), Classical Ballet (18 years of training), Stage Combat (Armed and Unarmed, 6 months of training), Cigar Rolling, Fluent Portuguese and English, Accents (Brazilian Portuguese, American, Cuban, Italian, New York), Valid Brazilian/ Portuguese Passport, **US Work Permit**

EDUCATION / TRAINING

THE AMERICAN ACADEMY OF DRAMATIC ARTS — *AA in Acting, 2018* —
THE AMERICAN MUSICAL THEATRE ACADEMY — *THREE-MONTH INTENSIVE, 2018* —
ACADEMIA DE DANÇA CLÁSSICA DE BRASÍLIA NORMA LILLIA — *Classical Ballet, 20*