

ANNIE HOLSTEIN

CONTACT

- 630-550-6864
- annie.e.holstein@gmail.com
- NYC / NJ / PA

HELLO!

Hello, I'm Annie! I'm an adaptable and successful professional with a warm, reliable nature! I have experience in office administration, event logistics, theater instruction, and preschool programming. I value creating welcoming spaces and supporting teams with kindness and dependability. I'm excited to bring that same energy to new opportunities, looking forward to whatever's next and hope to connect soon!

EDUCATION

HOFSTRA UNIVERSITY

B.F.A. in Theater Arts: Performance

Musical Theater Minor

- GPA: 3.7
- Theater Honors Society Executive Board (3 years)
- Student to Faculty Advisory Board Leader (4 years)
 - Attended all departmental faculty meetings, supported and met with students, coordinated freshman orientation & buddy program, and shared weekly newsletter

RECENT WORK EXPERIENCE

Chelsea Piers, New York NY

Assistant Preschool Teacher & Substitute Floater 2024 - PRESENT

- Created and taught new enrichment activities and lessons, including pioneering a pre-k theater program
- Supported social-emotional growth through play based learning and kind language
- Built independence with daily routines and self-care
- Collaborated with team to deliver fun, engaging, and age-appropriate lessons for ages 3-5
- Built and maintained strong family connections with friendly, clear communication in person and through EDUCA app
- Support multiple age groups and teaching teams, adapting as needed for ages 3 months-5 years
- Ensured safety of all students, inside and outside

Hofstra University, Hempstead NY

Masterclass Coordinator 2022 - 2024

- Planned and executed events and masterclasses for groups of 25-70 students, boosting attendance and engagement
- Built strong connections with industry professionals to secure guests such as Ryan Scott Oliver, Daniel McCoy, and Christian Titus
- Managed logistics of each event onsite with care to deliver best possible learning experiences and opportunities for the Hofstra community
- Worked with PR to create clear and effective promotion for every event

Scene Shop Assistant 2021 - 2024

- Built sets and prepared venues for theater and dance shows, turning drafts into beautiful and functional spaces while working directly under Technical Director
- Installed lighting, drapes, and seating. Jumping in on light and sound programming when needed
- Operated hand, power, and pneumatic tools safely. Comfortably lifting 50+ lbs
- Led builds, strikes, load-ins, and load-outs while mentoring students on shop protocols and routines
- Contributed 100+ volunteer hours prior to hire

Office Administrator 2020 - 2022

- Welcomed visitors, managed appointment scheduling, and handled phone inquiries with patience and clarity
- Kept the office running smoothly by keeping spaces neat and tidy and reorganizing when needed
- Served as point person for managing club paperwork, guiding students toward campus resources, and promoting exciting events like new student orientations, Greek life, and student clubs

Broadway Babysitters / Private Nannyng

Professional Child Care Specialist 2020 - PRESENT

- Over 10 years of experience in caring for kids of all ages with creativity, warmth, and dependability
- Certified in Adult, Child, and Infant CPR, AED, First Aid, & Lifeguarding
- Successful child care provider through Broadway Babysitters & private families, regularly invited back by families for repeat care
- Blending theater and childcare to spark creativity, confidence, and emotional growth.
- Using performance skills; dance parties, imaginative play, silly accents, etc. To engage kids safely!
- Strong relationships with families, treating long-term and short-term families with same care
- Experience with special needs, non-verbal kids, allergies, infants, and overnights

SKILLS

- Certified in Adult & Child CPR, AED, First Aid
- Website Design & Management
- Email Marketing & Scheduling
- Carpentry / Lift 50+ pounds
- MS Office & G Suite
- Natural Leader
- Extremely Driven and Passionate
- Experience & Training in Stage Management, Props, and Theater Production Elements

REFERENCES

Richard Omar

- 917-763-9494
- richard.omar@hofstra.edu

Brian Canese

- 516-463-7030
- brian.j.canese@hofstra.edu

Jim Hart

- 516-639-1984
- james.hart@hofstra.edu