

ANNIE HOLSTEIN

CONTACT

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EDUCATION

HOFSTRA UNIVERSITY *B.F.A. in Theater Arts: Performance Musical Theater Minor*

- GPA: 3.7
- Executive Board Theater Honors Society, 3 years
- Led Student to Faculty Advisory Board, 4 years
 - Participated in all departmental faculty meetings
 - Supported and engaged with fellow students
 - Coordinated freshman orientation and the buddy program
 - Shared weekly newsletter to keep everyone informed

SKILLS

- Natural and Proven Successful Leader
- Certified in Adult & Child CPR, AED, First Aid
- Website Design & Management
- Email Marketing & Scheduling
- Carpentry / Lift 50+ pounds
- MS Office & G Suite
- 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

RECENT WORK EXPERIENCE

North Penn YMCA, Lansdale PA

- Camp Site Director** 2026 - PRESENT
- Developed a camp program for 50-70 kids aged 4-14 that is culturally relevant, developmentally appropriate, and academically stimulating, while coordinating with YMCA values
 - Supervised all staff, including counselors, aides, and volunteers
 - Provided and maintained a safe and healthy environment for all children and staff
 - Conducted and documented state required drills, records, time sheets, attendance rosters, and proper health documents
 - Led and managed staff trainings and meetings
 - Cultivated positive relationships and effective communication with parents, children, and staff

Conservatory of Music and Dance, Norristown PA

- Studio Operations Manager** 2026 - PRESENT
- Engaged with families, serving as their first point of contact in person and over phone and email
 - Managed fundamental account issues, including overcharges, credits, and billing notes
 - Processed new registrations, all billings, trial enrollments, and follow-up communications
 - Organized rescheduling for lessons, solos, and classes
 - Monitored class interests, program inquiries, and student participation
 - Maintained accurate records of all family and teacher information in JackRabbit software

Chelsea Piers Early Learning Center and Preschool, New York NY

- Assistant Preschool Teacher & Substitute Floater** 2024 - 2026
- Created and taught new enrichment activities and lessons, including pioneering a new 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 lesson plans 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

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 Supervisor

- 2021 - 2024
- Led teams of 10-20, training and supervising safe protocols and routines
 - 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
 - Contributed 100+ volunteer hours prior to hire

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