

# Anna Gwaltney

New York, NY  
Annagwaltney14@gmail.com

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## Work Experience

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### **Shift Supervisor/ Barista**

Starbucks (Eagan, MN) (New York, NY)  
04/2020 to Present

As Shift supervisors at Starbucks, I run store operations during scheduled shifts. This includes opening and closing the store, supervising employees, delegating responsibilities, training baristas as needed and developing positive relationships with the staff, ensuring proper cash management and cash register policies, managing inventory as well as placing the Store Order every other day.

### **Executive Assistant/ Arts Programming Coordinator**

St. Croix Valley Opera (Stillwater, MN)  
10/2020 to 5/2021

Working closely with the Executive Director and General Manager to ensure day to day operations on the artistic side of the company are completed. Includes Contract management, taking minutes at team and board meetings, coordinator with artists with concert information, contracts, promotional material, and equipment/technical support. Working with the operations manager to maintain video archives and social media pages.

### **Office Operations Coordinator**

Knowledge Transfer Consulting Services (Eagan, MN)  
05/2012 to 10/2020

Administrative Duties: Website and Database management, maintaining financial records, receptionist responsibilities, room rental coordination Proctor testing for PAN, Castle, Pearson Vue, PSI, and Kryterion

### **Tilles Audience Services**

Tilles Center for the Performing Arts (Greenvale, NY)  
10/2016 to 03/2020

Box office attendant: Helping Patrons order tickets (using ARCHTICS system) and subscription packages. Answering phones and questions about Tilles Center for the Performing Arts, as well as assisting with front of house duties on evenings of performances as needed

### **Production Assistant**

5<sup>th</sup> Ave Theatre (St. Paul, MN)  
08/2016 to 08/2016

Worked with Production Stage Managers and Crew for 5 Avenue's production of *Paint Your Wagon* while it was at the Ordway. Responsible for coffee runs, relating messages from Production staff to Performers, collecting and securing valuables during performances. Taking notes for Stage Management

### **Technical Theatre/ Production Experience**

Directing, Lead Devising, Light Board Operator, Sound Board Operator, Stage Managing, Assistant Stage Managing, Prop Gather, Prop Master, Choreography, Microphone Wrangler, Dramaturg, Build Crew, Deck Crew, Wardrobe Run Crew, Costume Maintenance Crew, Theatre Marketing

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## Education

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### **Long Island University**

Bachelors of Fine Arts Musical Theatre

Minor in Arts Management

Graduated Summa Cum Laude with Honors

08/2016 to 05/2020

Greenvale, NY

### **Academy of Holy Angels**

High School

Cum GPA: 3.98

08/2010 to 06/2014

Richfield, MN

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## Skills

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Microsoft Office- Word, Excel, PowerPoint, Outlook, OneNote - 6 years

ARCHTICS- Ticketing Services - 3 years

ACT!- Customer Relation Management Software - 5 years

Customer Service- 6 Years

Acting/ Public Speaking - 10+ years

### **CERTIFICATIONS:**

Test Proctor for PSI, PAN, Pearson Vue, Kryterion, and Castle (Scantron)

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## Leadership/Awards

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### **Emerging Student Theatre Artists**

Treasurer (2017-2018), VP (2018-2019) President (2019-Current)

LIU's Student run Theatre Company- I have been in charge of finances, donations, scheduling and organizing the club's members for 3 years.

### **Company Coach**

2019-2020

Selected by the head of the Theatre Department to mentor, train, and lead the department in all pre-rehearsal and pre-show classes and rituals. In charge of scheduling with Stage Managers as well as work with professors to be a bridge between students and staff.

### **Awards**

Virgil Lee Academic and Service Award (2020)

Dean's Award for Excellence in Service (2019)

Deans' List (2016-2020)

Triple "A" recipient for excellence in the Arts, Athletics, and Academics (2014)

Scholar of Distinction in Musical Theatre (2014)