

ANNA VAN HOEK



Actor, writer, performer, model

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OVERVIEW

A people person with a well-rounded education, which includes law and four years performing arts training. Has attended international renown universities such as University of California Berkeley and University College Utrecht. Born and raised in the Netherlands, lived in the USA and in London (2014-2018). Pursued acting studies at the Ivana Chubbuck School in London, followed by two courses at the Chubbuck LA Studio, taught by Ivana Chubbuck herself. Has strong organisational skills, considerable experience as a waitress, hostess, office manager, receptionist, front of house, as well as working at numerous private and corporate events for high-net-worth individuals. Speaks three languages fluently (Dutch, Spanish and English, plus conversational German)

EMPLOYMENT

Amsterdam

Jan'19- Jan '20

Supportive lawyer's work, receptionist, hosting visitors: Mr. Ina Brouwer (Borg Advocaten. Bussum)

Start company: ACJ van Hoek Artists

USA, Los Angeles

Sept'18- Dec'18

travelling, workshop: Chubbuck L.A. Studio

Amsterdam

Feb '18- sept'18

Finish writing book, international research publishers

Different Jobs: Promotion partners, Bijenkorf, Events

London

Aug '17-'Febr '18

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Bright Networks, helping students find internships
Start writing book 'How Pop Art is Changing the World'

Sept'16 - Aug'17

The Talent Business — Top Agency for Creative Business

- Office Manager & Front of House Receptionist
- Dealing with high profile clientele and high confidentiality
- Answering phone calls, transferring clients to appropriate departments
- Ordering office supplies, kitchen supplies
- Ordering couriers, distributing mail, overseeing post and magazine subscriptions
- Diary management & Dealing with incoming CV's
- Organising staff parties
- Assisting Assistants: Formatting CV's and keeping the client database (FileFinder) up to date

Ternping

August'16 - Wieden + Kennedy — International Advertising Agency

July'16 -JCDecaux — International Advertising Agency

- Front of House / Receptionist
- Booking rooms and signing in visitors on Condeco
- Answering phone calls, transferring clients to appropriate departments
- Overseeing Lobby, locker keys
- Answering emails, ordering couriers, ordering cabs

Oct '15 —July'16

MOMO of Mayfair — High End Moroccan Restaurant, Tearoom and Bar off Regent Street

- Front of House and waitress for venue
- Greeting guests on arrival
- Ensuring guests are well attended to and happy
- Making the guests acquainted with the night's programme
- Finding quick solutions for unforeseen complications with reservations or service
- Maintaining a positive attitude in pressured situations
- Collaborating closely with the management and kitchen
- Training new members of staff
- Temporary Receptionist and diary management

Feb '15 — Sep '15

EL Gazette — English Language Trade Journal

- Sales Executive; Selling advertising spaces to universities over the phone

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- Working with a set script; Reached monthly targets

Jan '15 — Jul '15

Blitz on Brick Lane — Vintage Store on Brick Lane

- Customer Service, customer liaison in the store, managing any sales and promoting Blitz

Nov '14 — Dec '15

Splendid — VIP / Corporate Events Team

- Managing high-net-worth guests, e.g. at private events at Buckingham Palace and Kensington Palace
- Welcoming guests at the entrance
- Making the guests acquainted with the night's programme
- Making sure guests receive drinks and canapes
- Hands on support with the set-up of events, working in a high paced environment

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Feb '13 — Jul '13

EYE Film Museum — First Film Museum in Amsterdam, Internationally Renowned

- Assistant Programmer and Exhibition
- In charge of making the exhibition book (use of PowerPoint)
- Welcoming international talent, providing guided VIP tours
- Preparing green rooms for interviews with talent
- In charge of buying the gifts for the talent, arranging their cars
- Main contact between promotional partners and the museum

May '10 — Jun '14

Hofje van Wijs, cafe in Amsterdam

- Managing guests, e.g. at private events, high teas
 - Welcoming guests at the entrance, Providing good service
 - Making sure guests receive teas, sandwiches, coffee, providing dinner
 - Providing help in the kitchen, coordinating with the kitchen, doing the dishes
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- Barista, Grinding and selling coffee beans.

QUALIFICATIONS

Further education

2017 -2018 **MN Academy**
Screen Acting

2016/2017 **Improv at Hoopla**
Taught by Steve Roe

2016 **Ivana Chubbuck Studio LA**
A one month intensive course with Ivana Chubbuck technique trainers: Frantz Turner and Deryl Carol

2014 **University of Amsterdam, American Studies, Masters (not finished)**

2013 **Semester University Berkeley, Liberal Arts.**

2009-2013 **Bachelor University College Utrecht (Cum Laude)**

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2008 **Altoona High School, USA, Wisconsin**
2007 **Amsterdams Lyceum**