

# SARAH CARTWRIGHT

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## EDUCATION

**Northwestern University, School of Communication** - Evanston, IL **June 2015**  
*Bachelor of Arts in Theatre and Communication, Certificate in Theatre for Young Audiences*

## PROFESSIONAL EXPERIENCE

**Classical Kids Music Education** - Chicago, IL **September 2018 - present**  
*Production Assistant*

Offering programmatic and administrative aid for CKME's Classical Kids LIVE! series. Writing and editing newsletters and website content, managing music distribution, communicating with orchestra staff, creating detailed tour itineraries, updating the website using Wordpress, drawing up contracts, advancing pay schedules.

**Private Tutor/Homeschool Teacher** - Chicago, IL **August 2019 - present**  
*Kindergarten-12th Grade*

Providing academic instruction and enrichment to students aged 5-18 in reading comprehension, math, grammar and vocabulary skills, social studies, science, and standardized test prep. Creating and modifying curriculum to fit each student's unique needs. Modeling and practicing time-management strategies and behavior-moderation skills. Communicating closely with parents to track progress.

**Becerra Educational Consulting (BEC)** - Chicago, IL **August 2016 - December 2019**  
*Tutor*

Fostering the intellectual development of middle and high school students; MAP, Selective Enrollment, ACT/SAT testing prep/strategies; elementary - 12th grade subject support (algebra, geometry, social sciences, language arts, writing).

**Flowers for Dreams** - Chicago, IL **May 2017 - July 2019**  
*Designer/Installation Crew*

Designing and crafting bouquets and arrangements for Daily Delivery; assisting with wedding floral design (boutonnieres, corsages, flower crowns, etc), transporting and setting up event flower installations (weddings, receptions, large parties, etc)

## NOTABLE SKILLS

Proficiency in Microsoft Office suite - Experience with Adobe Creative Suite - Fantastic organizational/time management skills - Acute attention to detail - Independence - Strong leadership experience - Eagerness to learn - Ability to take direction and criticism - Polished communication skills - Conversational American Sign Language - Curriculum development - Musical proficiency

## PASSION PROJECTS

**Theatre** - *Actor/Director* - Credits include shows at A Red Orchid Theatre, The House Theatre, Chicago Children's Theatre, Adventure Stage Chicago, and Alexander Graham Bell School.