

Wed 4/4/12 10:00

Sarah Newswanger

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Education:

University of Southern California	Los Angeles, CA	2005-2009
Major: Theater	Minor: Consumer Behavior in Marketing	
British American Drama Academy	London, England	Jan- April 2008

Work Experience:

<u>Doughboys Cafe</u>	Los Angeles, CA	Jan 2010- Mar2012
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→ Server/ Barista

- Welcomed and served tables, 8 in a section
- Prepared coffee and espresso drinks
- Dealt with money

<u>Morel's French Steak House</u>	Los Angeles, CA	Nov 2010- Feb 2011
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Hostess

- Welcomed customers and sat tables
- Answered phones and took reservations

<u>University Club</u>	USC, Los Angeles, CA	June 2008- May 2009
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→ Banquet Server

- Served small parties, large banquets and in the restaurant
- Set up and took down banquets

<u>Coffee and More</u>	Sunnyvale, CA	June- Aug 2006
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→ Barista/ Cashier

- Prepared coffee and espresso drinks, sandwiches, smoothies
- Ran the cash register
- Opened and closed the shop

<u>Theatreworks</u>	Palo Alto, CA	June- Aug 2007
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Development Intern/ Reading Committee

- Put together grant proposals
- Researched potential corporate donors and approached them
- Reorganized the department's files

Leadership Positions:

<u>V-Day USC Organization</u>	USC, Los Angeles, CA	Aug 2008- March 2009
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Historian

- V-Day organizes and runs the Vagina Monologues and other fundraisers for the charity Window Between Worlds which supports battered women

<u>Women's Theater Organization (WTO)</u>	USC Los Angeles, CA	Jan 2007-May 2009
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Secretary/Historian

- WTO provides theater opportunities for women and donates proceeds to The Good Shepherd Shelter for battered women and Thomas Riley High School's Youth's Exploring Passion Program for pregnant teens

<u>Brand New Theatre</u>	USC, Los Angeles, CA	Aug-Oct 2008
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Co-Director/Reading Committee

- Co-Directed *Reminiscences*, helped select and cast the six original pieces performed

Skills: