

Current Address:  
5315 S. Kimbark Ave., Apt. 1B  
Chicago, IL 60615

**Sarah Fedner**  
sfedner@gmail.com  
(614) 648-0919

Permanent Address:  
248 N. Ardmore Rd.  
Columbus, OH 43209

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## EDUCATION

**The University of Chicago**, Chicago, IL  
B.A. in Linguistics, expected December 2014

## WORK EXPERIENCE

**Graphic Design and Communications Intern** August 2014—present  
*Rohr Chabad Center for Jewish Life and Learning* Chicago, IL

- Use Adobe Photoshop to design promotional posters, educational brochures, and event flyers
- Craft weekly and event-related emails and letters to students, parents, and friends of Chabad

**Proofreader/Document Formatter** February 2013—March 2014  
*MBA Research and Curriculum Center* Columbus, OH

- Acted as primary proofreader for all educational and promotional materials produced by MBA Research
- Proofread and ensured formatting consistency for the 1,200 page *Kentucky Accounting and Finance Foundations Curriculum Guide* textbook
- Maintained and updated TIB (a test-item database) by adding and editing questions from Learning Activity Packets (LAPs) and DECA tests
- Used Microsoft Word to merge and format documents for LAP instructor sections

**Virtual Learning Community Project Assistant** August 2012—December 2012  
*The Center for Elementary Mathematics and Science Education (CEMSE)* Chicago, IL

- Transcribed and translated (from Spanish to English) dozens of hours of classroom videos and teaching demonstrations as a precursor to video editing and subtitling
- Created and updated educational aides (such as flashcards and lesson guides) for teachers of grades K-12 to enhance and improve their ability to use CEMSE's *Everyday Mathematics* textbooks

**Digitization Intern** June 2011—August 2012  
*The University of Chicago Library, Preservation Department* Chicago, IL

- Digitized University of Chicago Special Collections rare and fragile books and documents
- Used Adobe Acrobat to manage creation and editing of PDFs to be uploaded to library website
- Used Adobe Photoshop to digitally edit and manipulate images to improve readability and preservation of information

**Student Fundraiser** March 2010—June 2011  
*The University of Chicago TeleFund* Chicago, IL

- Interfaced with a wide range of alumni and parent donors as a representative of the university
- Raised over \$40,000 for the college and professional schools at the university

## LEADERSHIP ACTIVITIES

**Chicago Rhythm and Jews (a cappella group)**, University of Chicago September 2009—December 2012  
*Music Director, Council Representative, Publicity Chair*

**A Cappella Council**, University of Chicago September 2009—June 2012  
*Publicity Chair*

## SKILLS

**Language:** Fluent in Russian, proficient in Spanish

**Computer:** Microsoft Word, Excel, and PowerPoint; Adobe Photoshop and Acrobat; promotional poster design