

# Sara Stein

817 Fairmount St. SE, Grand Rapids, MI 49506 // (734) 476 9056 // [steinsa@mail.gvsu.edu](mailto:steinsa@mail.gvsu.edu)

## Summary

Graduating in the May 2010 with a Bachelor's degree in English Language and Literature with a Writing minor. Seeking a position in which to employ skills in both professional and creative writing as well as extensive background of English literature.

## Education

B.A. English Language and Literature with a writing minor

## Relevant Skills

- Three semesters of college level Spanish taught by native speakers of Columbia
- Strong background in canonized literature
- Experience working with html coding and CSS design
- Familiar with Photoshop, Fireworks, and InDesign
- Training in both technical and creative writing

## Related Coursework

ENG 495 Language and Literature Capstone

- Studied to understand the various theories through which the scholarly world can analyze literature
- Read and analyzed novels considered to be classic literature such as *The Great Gatsby*
- Discussed real world application of this knowledge

WRT 350 Business Communication

- Determined multiple types and formats of business, workplace, and technical writing
- Utilized research in various facets
- Worked as part of a team to produce numerous documents

## Work History

Mojo's Dueling Piano Bar and Restaurant (2009-present) and Applebee's Grill and Bar (2006-present)

- Handled multiple tasks at one time
- Kept track of my own bank
- Trained new servers
- Communicated effectively with multiple customers at one time
- Worked in a fast-paced environment
- Performed all duties in a timely fashion

## References

- Available upon request
- Personal Website: <http://www2.gvsu.edu/~steinsa/index.html>