

Sarah Jafei Pollitt

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EDUCATION

Columbia College Chicago

Bachelor of Arts in Comedy Writing & Performance
Dean's List, 3.9 GPA, Summa Cum Laude

2016- 2020
Chicago, IL

RELATED EXPERIENCE

Columbia College Chicago: Talent Management

Student

- Examined and practiced managing artists to create their online and in-person persona
- Learned to create social media platforms that effectively engaged the public
- Successfully advertised and produced a gallery show for Denver based artists
- Researched and analyzed successful social media campaigns and posts

2016
Chicago, IL

Columbia College Chicago: Business Writing

Student

- Drafted example letters to customers and staff regarding issues, refunds, or business proposals
- Designed a package containing proposals, professional email examples, professional bios, and more
- Demonstrated effective ways to de-escalate or bring professional attention to an issue within a business

2019
Chicago, IL

The Second City: Comedy Studies

Student

- Participated in improvisation where I resolved issues, engaged in teamwork, and used my creativity to establish a fun, theatrical experience
- Wrote and performed sketch comedy where I collaborated with classmates and explored scenes
- Constructed a sketch show, put up by The Second City, where I rehearsed and performed

2019
Chicago, IL

ADDITIONAL EXPERIENCE

Columbia College Chicago: Accounting

Student

- Efficient in creating basic financial statements
- Used Excel to complete assignments and understand basic accounting concepts
- Utilized example problems with returns, refunds, discounts, etc.
- Efficiently examined and solved multiple financial problems within a business

2019
Chicago, IL

The Playground Theatre

Intern

- Managed box office where I dealt with over \$200 in cash and sold tickets
- Opened and closed the theatre venue while supervising performers and audience members
- Operated sound and light booth. managed time for each show within a given night (upwards of three.)
- Kept space clean by sweeping, mopping, and organizing theatre materials including microphones and keyboards, bathroom supplies, and aligning chairs

2016 - 2018
Chicago, IL

PROGRAMS & SKILLS

Programs: WordPress, Wix, Final Draft, Microsoft Word, Excel, Adobe Photoshop, Logic Pro X

Interpersonal: Collaboration, Communication, Time Management, Improvisation, Motivation, Creativity, Organization