

# Sara Barney Lustig

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## EXPERTISE

Experience with Microsoft Office, Google Drive, iWork, Adobe Connect and Quickbooks Pro

## PROFESSIONAL EXPERIENCE

EDMAKER, Course Contributor, Brooklyn, NY (2017 – Present)

Logic Dept., Bookkeeper, Brooklyn, NY (2016 - Present)

Via Collective, Office Assistant, Brooklyn, NY (2016-2017)  
*Clerical Work*

Spoke the Hub, Administrative Assistant, Brooklyn, NY (2015- Present)  
*Project Manager, Grant Formatting*

Chrystie Street Ballet Academy, Administrative Assistant, New York, NY (2014- Present)  
*Social Media Manager, Bookkeeping Assistant*

Bialo Chiropractics, Office Manager, New York, NY (2014 - 2016)  
*Office Manager: Personal Assistant, Secretarial Responsibilities, Customer Relations, Bookkeeper*

Providence Ballet, Secretary, Providence, RI (2012-2013)  
*Secretarial Responsibilities, Customer Relations, Website Manager*

B&D Sales, Secretary, Providence, RI (2012-2013)  
*Secretarial Responsibilities, Customer Relations, Website Manager*

Lincoln Center Institute, New York, NY (2011-2012)  
Teaching Artist Assistant with Lincoln Center Education pedagogy and Capacities for Imaginative Thinking, Lesson Planning design and Brainstorming

## EDUCATION

London Contemporary Dance School, London, UK  
M.A. Contemporary Dance, Edge - Postgraduate Company (2015)

University of North Carolina School of the Arts, Winston-Salem, NC  
B.F.A. Dance (2011)