

Sara Little
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EDUCATION

- 2010 Rutgers University, University College, New Brunswick, New Jersey
Bachelor of Arts, English, Writing focus, Cum Laude
- 1996 Berkeley College
Woodbridge, New Jersey Secretarial Certificate GPA 4.0
- 1987 Middlesex County College, Edison, New Jersey, 35mm photography
- 1979 Real Estate School of Central New Jersey, Edison, New Jersey
- 1975 Boston Architectural Center, Boston, Massachusetts
Studied architectural design, history, and 4.5 photography

EXPERIENCE

- 2005-2017 Time out from work
Focus: mending child sexual assault and completing my degree
- 1998-2005 University of Medicine & Dentistry of New Jersey, The Cancer Institute of New Jersey
195 Little Albany Street
New Brunswick, New Jersey
Staff Assistant to the Director of Ambulatory Services
Supported committees, e.g., Policy & Procedure Committee,
Symptom Management Supportive Care, The Pain Team, Nursing Retention.
Set up meetings, the nursing education calendar and catalog and produced,
hundreds of lectures in PowerPoint. Assisted with nursing education events and produced
posters for professional meetings, collected data and put into Excel for grant applications, and
supported grant preparation.
- 1997 Covance
Carnegie Center
Princeton, New Jersey
Supported a clinical research team doing global research on a study drug
- 1997 Princeton Boro Hall
Princeton, New Jersey
Recording Secretary – drafted minutes of Town Council Meetings
- 1987-1999 Harry & Maria Patras
Perth Amboy, New Jersey - Provided elder care for my grandparents

- 1988 Raritan Yacht Club
Perth Amboy, New Jersey
Steward - managed office responsibilities and club billing
- 1987 Menlo Park Adult Training Center
Worked with developmentally disabled adults.
- 1984-1986 El Mirador, Mexican Restaurant , NYC, waitress
1983-1986 Griff's, restaurant, NYC, waitress
1982-1983 The Captain's Table, Restaurant, NYC, busboy
1981 Once Upon a Stove, restaurant, bookkeeper
1979-1986 Cinandre, haircutting salon, NYC
Haircutting model for print work and two videos
- 1979-1980 Ellen Hazelton Real Estate Agency
13 West River Road
Rumson, New Jersey
Real estate agent
- 1977-1978 Mediaeval Inn
Portland, Oregon
Waitress, day prep cook, & chef, brief TV cooking spot
- 1975-1976 Chanel Perfumes
Piscataway, New Jersey
Customer service & order processing
- 1974 Monmouth Arts Center
Red Bank, New Jersey
Assistant to the Director, L. Kenneth Simsarian. Went on to work in support of his work periodically for ten years.

REFERENCES

Anna Pappas
410-296-2522