

Gaerin Warman-Szvoboda

Antioch College
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Chicago, Il 60641

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Education

Bachelor of Arts, in progress, Antioch College, Yellow Springs, OH 2013-Present

Experience

Production Assistant, Sweetback Productions 2017

Assisted with filming

(773) 593-6382

Selected props for use

Helped prepare set for film

Organized and delivered necessary paperwork

A&R Associate, Third Side Music 2016

Organized and researched catalogue

(514) 904-2757

Sorted and entered data into a spreadsheet

Uploaded and organized data files in Dropbox

Managed multiple tasks simultaneously

Sales Associate, Marshall's 2015

Serviced customers and recovered stock

(773) 327-2711

Recovered items and kept the floor neat

Interacted with customers and tried to make their experiences positive ones

Kept a detailed knowledge of items so they could be accessed upon request

Harvest Worker, City Farm 2015

Picked and packaged crops, as well as helped move operations

David Durstewitz (872) 232-7598 david.durstewitz@gmail.com

Picked plants for the harvest

Cleaned off said crops and made them appear edible for consumption

Packaged crops for shipment

Dug up and moved heavy objects

- Research Assistant, Moonstone Inc.** 2015
Managed activities for public history programming organization and arts center
Larry Robin (215) 735-9600 larry@moonstoneartscenter.org
 Articulated grant proposals and PR language
 Managed weekly tasks and a variety of nonprofit administration
 Researched public policy and identified areas for impact
 Compiled relevant documents
- Research Technician, NorthShore University Health System** 2014
Manage data and activities for health study on childhood obesity rates
Dr. Timothy Sanborn (847) 570-2250 TSanborn@northshore.org
 Managed and visualized research data in Excel
 Helped calculate data to be used in study
 Made PowerPoints
- Actor, PR Person, Set Technician, Jones College Prep Drama Department** 2011-2013
Auditioned for, held roles, and oversaw various productions
Brad Lyons (773) 534-8600 Ext. 26132 bdlyons1@cps.edu
 Helped construct sets
 Wrote, produced, and oversaw shows
 Instructed improvisation classes
 Created/distributed advertisements
- Youth Leadership Intern, Illinois Coalition of Immigrant and Refugee Right** 2012
Cindy Agustin (773) 351-9097 cagustin@icirr.org
 Participated in community organizing
 Informed and directed people through one on one conversations
- Photographic Apprentice,** 2010-2011
 After School Matters
Aidan Fitzpatrick aidan@aidanphotography.com
 Practiced photography
 Used Photoshop to edit images

Honors and Awards

Horace Mann Fellowship, Antioch College 2013-Present

Skills

Personnel management
 Improvisation
 Promotional experience
 Excel
 Public speaking
 Acting
 Grant writing