

Robert M. Sarwark

(773) 951-7175 | rmsarwark@gmail.com
<http://robertsarwark.com>

Experience

Varsity Tutors, LLC

Freelance Tutor

November 2016 – Present

Atlanta, GA

- Provides one-on-one instruction for students ranging from 7th grade to college graduate in World History, Spanish, Composition, and College Application Essays (online and in person)

International and Area Studies Library, University of Illinois

Graduate Assistant/Academic Hourly (summer)

August 2014 – August 2016

Urbana, IL

- Provided reference and circulation services to patrons (10-15 hours/week)
- Composed (monthly) & edited (weekly) researched blog postings on international and area studies topics and related readers' advisories
- Compiled and produced library resource guides for specific courses and general reference
- Instructed international/ESL students in library methods and resources
- Co-led monthly info-desk staff meetings
- Conducted statistical analyses and compiled reports on library use and trends

The Career Center, University of Illinois

Peace Corps Strategic Contract Recruiter

August 2015 – August 2016

Champaign, IL

- Provided information and resources to local students and community members interested in becoming Peace Corps Volunteers through tabling at career fairs, information sessions, drop-in hours, class talks, and panels
- Coordinated local Returned Peace Corps Volunteer (RPCV) activities and communications
- Served as liaison between campus and Central Regional Recruiting Office (Chicago)
- Assisted applicants with resume, cover letter, and motivation statement revisions (2-5/week)
- Composed copy and statements for campus- and area-wide public relations and marketing channels
- Managed Facebook presence and produced daily original content
- Met or exceeded all recruitment quotas including term tallies for applicants (50/year) and leads generated (300/year)

Illinois Department of Public Health

Graduate Hourly (via University of Illinois)

November 2014 – June 2015

Champaign, IL

- Assisted Ian Brooks, PhD in strategic planning for public health communications initiatives
- Produced proof-of-concept marketing and communications content (audio-visual presentations, posters, web design)

AITA Cape Verde, Inc.

Co-Founder, Consultant, Copywriter & Web Content Manager

August 2012 – August 2014

Providence, RI

- Composed copy for boutique travel consultancy specializing in travel to and among the Cape Verde Islands
- Consulted over 60 clients in travel and cultural matters
- Created and managed website and other promotional copy
- Generated and managed client database of 1,000+
- Developed and integrated website design and social media channels (Facebook, LinkedIn, Instagram, and Twitter)

John D. Rockefeller, Jr. Library, Brown University

Technical Services Assistant

February 2013 – July 2013

Providence, RI

- Completed various tasks related to back-end library operations, including shipping/receiving, data entry/search, shelving, and manual labor while a full-time student towards AM degree at same institution (see Education)

Luxembourg Development Agency Project CVE/075

Creative Director

October 2011 – January 2013

Praia, Cabo Verde

- Co-wrote and co-administered two related grants equaling approximately \$57,000

- Created, developed, and wrote for original, scripted series addressing children’s public health issues (11 15-minute episodes)
- Supervised team of 5 subcontractors in revising and editing all green-lit content

Cabo Verde Fast Ferry

June 2011 – March 2012

Commercial & Marketing Associate

Praia, Cabo Verde

- Managed over \$10,000 in commercial ad sales to top businesses in country
- Developed and produced marketing materials in video, print, and online formats
- Supervised and evaluated new employees and student interns

US Peace Corps

July 2008 – September 2010

Education Volunteer

Praia, Cabo Verde

- Instructor-of-record, Universidade de Cabo Verde Department of English
 - Courses taught: Linguistics, Sociolinguistics, Secondary Teaching Practicum
- Tutored staff in English
- Translated and interpreted between Portuguese and English
- Served as liaison, jury member, and assistant administrator for international study abroad programs and partnerships
- Wrote and administered grant: “English for Specific Purposes” library development project, 2010 (\$3,500)

Education

University of Illinois, Urbana, IL
 Master of Science
 Library and Information Science
 2014 – 2016
Certificate in Special Collections

Brown University, Providence, RI
 Master of Arts
 Portuguese and Brazilian Studies
 2012 – 2013

University of Wisconsin, Madison, WI
 Bachelor of Arts
 English
 2001 – 2006
Creative Writing Track

Technical & Computer Skills

- Microsoft Office Suite
- Adobe Suite
- Web content management and design: WordPress, Weebly, OpenCMS, LibApps
- Social media enhancement and integration: Twitter, Facebook, LinkedIn, Instagram
- Archives/digital preservation/metadata: Oxygen XML Editor, BitCurator, Drupal, Dublin Core, CONTENTdm
- Instruction: Blackboard Collaborate, Camtasia Studio, Moodle

Language Skills

- Portuguese (full professional proficiency)
- Cape Verdean Creole (full professional proficiency)
- Spanish (working proficiency)
- French (intermediate reading & basic listening proficiency)

Publications & Presentations

- Lula da Silva, Luiz Inácio; Legg, Benjamin and **Robert Sarwark**. Translation. 2013. “Latin America after Chávez.” *The New York Times*. 6 March 2013: A27. Print.
- Bello-Bravo, Julia, Ian Brooks, Barry Pittendrigh, **Robert Sarwark** and Tom Szyrka. 2015. “Automating the Identification of Critical Community Health Indicators and their Presentation to the Public.” GSLIS Research Showcase: Champaign, IL. 3 April 2015. Poster.