

January 1, 2023

To Whom It May Concern:

My name is Sarah Buttaro and I am interested in being considered for the council seat for the 6th ward in Pottstown. I have lived at my residence on South Mount Vernon Street for fifteen years and am looking for an opportunity to get more involved in my community. I am currently the secretary on the board at the Carousel of Pottstown and co-president of the WPTO at the Wyndcroft School.

The social and economical growth of Pottstown is important to me as I raise my daughter in this community. Being a part of something greater than myself and having the ability to contribute in a positive way, is an opportunity I wish to take advantage of.

It would be an honor to represent the members of the 6th ward and to support Pottstown in its continued progressive development.

Thank you for your consideration.

Sincerely,

Sarah Buttaro



SARAH BUTTARO

South Mount Vernon St. Pottstown, PA 19464

Adept at integrating myself into new situations and positions. Service-oriented, bringing excellent time management, organizational and prioritizing skills with three years experience in administrative work.

EXPERIENCE

2018 TO July 2022

DIRECTOR OF ADMINISTRATION

COLEBROOKDALE RAILROAD PRESERVATION TRUST, BOYERTOWN, PA

Responsible for the operational and financial support of organization; oversaw daily operations, delegation of tasks to staff, payroll submission and account balancing. Negotiated contracts between vendors and the CRPT, responsible for facilitating telecommunications, inventory, shipping/receiving, accounts payable and receivable, and provided detailed accounting of all transactions.

2015 TO PRESENT

SUZUKI PIANO TEACHER

PRIVATE STUDIO, POTTSTOWN, PA

In home piano studio focusing on auditory learning and developing a love for music. Encourage and curate musical skills that promote a sense of accomplishment which in turn can translate into other life skills. Foster a respectful learning environment and develop positive partnerships with parents and students to ensure student success. Create tailored lesson plans to accentuate the strengths of each individual student.

2008 TO 2014

FAMILY CARETAKER

PRIVATE RESIDENCE, MALVERN, PA

Responsible for the care of three children, their daily schedules, education and extra-curricular activities. Worked with parents to develop the children's physical, mental and academic strengths and encouraged positive social relationships.

EDUCATION

ASSOCIATES OF ARTS IN MUSIC

Montgomery County Community College

CERTIFICATIONS

EVERY CHILD CAN – Developmental Program for Young Students

SUZUKI PIANO SCHOOL UNITS 1 & 2

SUZUKI PIANO SCHOOL UNIT 3 & TEACHING STRATEGIES

MEMBERSHIPS

THE SUZUKI ASSOCIATION OF THE AMERICAS

<https://suzukiassociation.org/people/sarah-buttaro/>

THE GREATER PHILADELPHIA SUZUKI ASSOCIATION

Community Enrichment

Secretary on the Board of Directors for the Carousel at Pottstown

Since Jan. 2022

Co-President of the WPTO at the Wyndcroft School

Since Jan. 2019

References available upon request