**Sally Saltwater**

625 N. Jordan Ave. Bloomington, IN 47405

username@iu.edu

(555) 555-5555

**Education**

Indiana University May 2020

Bachelor of Arts, GPA: 3.7/4.0 Bloomington, IN

Major: Art History

Executive Dean’s List (Fall 2016)

**Arts Experience**

IU Auditorium August 2016- Present

*Student Manager* Bloomington, IN

* Facilitate front of house services at the 3200-seat auditorium including but not limited to coat check, parking, seating, concession, and general event operations.
* Lead small teams of student volunteers by quickly briefing them on proper seating and greeting, swiftness, and displaying a cheerful and positive attitude.

Bell Trace Retirement CommunityJanuary 2016- August 2016

*Volunteer Instructor of Arts*   Bloomington, IN

* Designed arts and craft projects for senior citizens in order for the residents to increase community awareness and become more active
* Determined budget and necessary supplies by working with high level computer programming to discover quantity of supplies and figure the demand level

**Leadership Experience**

National Student Leadership Conference May 2016– August 2016 *Participant* Washington D.C.

* Produced and facilitated lectures concerning United States foreign policy.
* Oversaw the implementation and execution of campaign and Senate committee simulations.
* Coordinated and facilitated overall leadership activities to challenge students allowing them to engage in academic and personal growth.

**Sales/Customer Service Experience**

Target January 2014-May 2015

*Sales Associate* Fishers, IN

* Resolved customer complaints by corresponding with customers with empathy and following up with store errors in order to provide quality customer service.
* Processed incoming merchandise using the store’s cataloguing system to make sure that the correct number of products was being received and distributed.