**Sally Saltwater**

625 N. Jordan Ave. Bloomington, IN 47405

username@iu.edu

(555) 555-5555

**Education**

**Indiana University**, Bloomington IN *May 2020*

Major: Education: Science - Chemistry, Grades 5-12

GPA: 3.70/4.00

**Relevant Work Experience**

**Indiana University**, Bloomington, IN *October 2016 – Present*

*Chemistry Department - Undergrad Teaching Lab Prep Assistant*

* Prepare and facilitate the 50-minute pre-lab tutorial for 60+ students three times weekly
* Proctor three hour-long midterm exams and one three-hour final exam as well as assist in proctoring weekly quizzes
* Maintain records of student grades and update the on-line gradebook for the students enrolled in the section
* Grade laboratory reports for all students enrolled in the section and provide confidentiality with students in office hours

**Professional Experience**

**Subway**, Bloomington, IN *December 2016 – Present*

*Sandwich Artist Pro*

* Foster a welcoming atmosphere by greeting and serving guests
* Train new employees on business practices including maintaining a clean work environment and operating the cash register
* Perform paperwork as well as successfully complete University of SUBWAY courses as directed

**ABC Childcare**, Manchester, IN *August 2015 – August 2016*

*Childcare Assistant*

* Proctored educational activities throughout the day for 30+ children ages 3-7
* Monitored the pick-up line while ensuring children were accounted for at all times
* Designed art and science projects to uplift day to day morale of children and taught them basic understanding of shapes, letters, and sounds

**Volunteer Experience**

**WonderLab**, Bloomington, IN *August 2016 – Present*

*Student Volunteer*

* Provide hands-on activities and information to visitors off-site through outreach events
* Assist with planning events, collecting auction items, mailings, set up and tear down, photography and more for fund-raising endeavors
* Serve as role models to teen volunteers and younger children