**Sally Saltwater**

Current Address: 555-555-5555 | username@iu.edu Permanent Address:

625 N. Jordan Ave 123 Resume Road

Bloomington, IN 47405 Manchester, IN 46962

**Education**

**Indiana University**, Bloomington IN *May 2021*

Major: Intelligent Systems Engineering

GPA: 3.90/4.00

**Work Experience**

**Technology Center Consultant**, Bloomington, IN *August 2016 – Present*

*Consultant*

* Provided technical assistance to students and faculty in IU Student Technology Centers (STCs) and Residential Technology Centers (RTCs) with hardware, software applications, multimedia, and printing
* Documented, reported and resolved all customer contacts and account problems using a paperless ticketing system
* Assisted campus housing residents with connecting personal computers to the IU network
* Monitored supplies and maintained clean lab environments, supporting the academic mission of students
* Demonstrated exemplary interpersonal communication skills and professionalism at all times

**Dicks Sporting Goods**, Bloomington IN *December 2016 – Present*

*Lead Employee*

* Involve actively in website updates and company communications by organizing all communication outreaches for the company
* Explore new opportunities for project expansion into specific markets and applications for further improvement and renovations within the company
* Researched better sourcing methods to create more desired pricing status for markets within the field by maintaining strong communication within parties and solid market strategy

**Volunteer Experience**

**IU Peer Tutor Program,** Bloomington, IN *October 2017 – Present*

*Computer in Business Peer Tutor*

* Instructed fellow students in Microsoft Excel and Access programming skills so that all students understood the software to the best of their ability
* Tutored at least 30 fellow students twice a week to aid those who need additional help and that could have been struggling in order for the students to keep up with the fast pace of the class and increase their level of understanding on each subject

**Leadership Experience**

**Adventure Club,** Bloomington, IN *September 2017 – Present*

*Secretary*

* Schedule weekly meetings to discuss upcoming events
* Record minutes at meetings and distribute to club members
* Communicate with members about events through email, social media, and print marketing materials