Sally Saltwater

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555-555-5555

**Education**

Indiana University May 2020

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

Major: Philosophy

**Sales/Customer Service Experience**

Target January 2015-May 2016

*Sales Associate* Bloomington, 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
* Promoted store promotions and sales by informing customers via word of mouth, to increase store revenue during peak seasonal promotional times

**Leadership Experience**

Stop the Silence at IU August 2016-Present

*Vice President* Bloomington, IN

* Help facilitate and coordinate bi-weekly meetings by providing meeting agenda and using Robert’s Rule of Order to ensure meetings are organized and efficient
* Fundraise for the “Be the Voice” campaign by reaching out to individuals within the Bloomington community via email and telephone communication in order to reach personal fundraising goal
* Outreach to the Bloomington community to provide educational materials and presentations for members about child sexual abuse to increase awareness about this social justice issue

**Tutoring Experience**

Writing Tutorial Services, Indiana University August 2015-May 2016

*Peer Tutor* Bloomington, IN

* Participated in weekly classes during the semester by observing trained advisors, running through practice tutorials with other trainees, and learning best practices, to learn the best methods for tutoring undergraduate students
* Assisted several undergraduate students with writing assignments and projects by providing hour-long one-on-one tutorials at Wells Library or other on-campus locations to provide academic support to students on campus

**Language/Skills Section**

* Proficient in Spanish
* Conversational/Literate in American Sign Language
* Knowledge with Microsoft Office (Word, Excel, Publisher, etc.)