**Sally Saltwater**

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

625 N. Jordan Ave. 123 Resume Road

Bloomington, IN 47405 Chesterton, IN 46304

**Education**

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

Major: Finance, Digital Technology Management

GPA: 3.45/4.00

**Technology Experience**

**Technology Center Consultant**, Bloomington, IN *January 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

**Work Experience**

**RPS Food Services**, Bloomington, IN *August 2016 – August 2017*

*Cashier*

* Calculate totals for individuals’ food purchases to ensure proper money transactions.
* Operate POS system to account for all transactions to promote correct inventory counts and orders.
* Joyfully great each customer to provide excellent customer service.

**Volunteer Experience**

**Indiana University Dance Marathon,** Bloomington, IN *October 2017 – Present*

*Dancer*

* Invested 12-14 hours weekly planning IUDM, Indiana University’s largest philanthropy, and the nation’s second largest philanthropy, which raised over $3.8 million for Riley Children’s Hospital this past year
* Motivated and lead over 3400 participants for the 36-hour event by bringing spirit and excitement to all hours of the event

**Leadership Experience**

**Technology Management Club (TMC),** Bloomington, IN *September 2017 – Present*

*Active Member*

* Attend weekly meetings to learn from guest speakers, plan community service events, and increase knowledge about trending technologies
* Participate in networking events and seminars to connect with professionals and develop professional expertise