**Sally Saltwater**

625 N. Jordan Ave. Bloomington, IN 47405

username@iu.edu

(555) 555-5555

**Education Experience**

*Indiana University*Bloomington, IN

Bachelors of Arts, GPA 3.6/4.0 May 2019 Major: Arts Management

Minor: Psychology

Certificate in Business

**Arts Experience**

*IU Auditorium* August 2015-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 Community* January 2015- August 2015

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**

*McNutt Dormitory*August 2016- present

Resident Assistant Bloomington, IN

* Program Development and Event Planning to improve programming within my residents
* Counseling and Conflict Mediation through event programming and mentoring with all residents on my floor
* Managed crisis development throughout the residents on all floors of the building I was assigned in order for the residents to feel ultimate safety and assurance in their homes
* Practiced front desk procedures including key services, package and mail processing, and record keeping twice weekly while continuously being on call on my assigned floor

*Civic Leaders LLC*  August 2015-May 2016

Member Bloomington, IN

* Attended meetings and lectures on civic leadership twice a week to become more fully educated on civic duties and personnel
* Designed activities for Global Youth Service Day (GYSD) located at a local middle school