Sally Saltwater

625 N. Jordan Ave. Bloomington, IN 47405

username@indiana.edu / 555.555.5555

**Education**

**Indiana University** May 2020

Bachelor of Arts; GPA: 3.85/4.0

Major: Journalism

Minor: Psychology

**Hutton Honors College** (maintain 3.7 GPA and take two honors courses) August 2016 – Present

**Leadership Experience**

**Daily Mail** May – August 2016

*Intern*  New York, NY

* Assisted Director and Senior Vice President in weekly hiring, reference and exit interviews.
  + Managed and created company organizational charts using Microsoft Visio.
  + Provided weekly survey data and Human Resources updates in the entertainment media.
  + Performed and perfected skills in Microsoft Outlook, Microsoft Visio, Microsoft Excel, and PowerPoint.

**Writing Experience**

**WIUX** August – December 2015

*Correspondent*  Bloomington, IN

* + Collaborated with 15 people on weekly news shows by brainstorming and combining the best ideas to develop the radio show.
  + Wrote news stories in creative detail in order to attract the most viewers and retain an audience.
  + Interviewed three people per week for a weekly cover story to create content for the radio show.

**Volunteer Experience**

**Monroe County Humane Association**  October 2016 – Present

*Volunteer*  Bloomington, IN

* Coordinate volunteer staffing at monthly “Adopt a Dog Day” events to ensure each position is covered.
* Maintain a clear, orderly, and organized, front desk area so full-time staff can handle adoption paperwork.
* Educate community members about the responsibilities of pet ownership and the adoption process.

**Skills**

* Bilingual in Spanish and English
* Computer Software: Microsoft Office Suite (Excel, Word, Access, PowerPoint, Outlook)