Sally Saltwater

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555-555-5555

**Education and Honors**

Indiana University May 2020

Bachelor of Science in Public Affairs, GPA: 3.8/4.0 Bloomington, IN

Major: Nonprofit Management

Minors: Educational Studies and Education Policy

**Leadership Experience**

Nonprofit Leadership Alliance August 2016-Present

*Member* Bloomington, IN

* Volunteer around the Bloomington community with other nonprofit organizations to provide support and services to families in need
* Collaborate with Habitat for Humanity by building local houses in the area for families of low socioeconomic status
* Attend biweekly meetings with other NLA members to brainstorm and discuss possible outreach programs in the Bloomington community, in order to create a monthly calendar of events

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

Head Start/Early Head Start Program June 2015-December 2015

*Volunteer*  Bloomington, IN

* Provided support to children, individually and as a whole, to create an environment that was comfortable and friendly.
* Assisted other teachers with creating, distributing, and cleaning up meals for children to ensure all were fed and well cared for.
* Encouraged children to play and interact with one another appropriately through guidance and patience so they would learn basic communication and social skills.

**Skills**

Language: Literate in Spanish

Computer Software: Microsoft Office Suite (Excel, Word, Access, PowerPoint, Outlook)