**Sally Saltwater**

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(555) 555-5555

**Education**

**Indiana University** Bloomington, IN

Bachelor of Arts; GPA 3.4/4.0 May 2018

Major: English

**Communication Experience**

**Campus Tutoring** Bloomington, IN

*Peer Mentor* August 2015 – Present

* Facilitate student learning through applying supplemental material to the course material in order to enhance student engagement and understanding.
* Assist educators through relaying study materials to students resulting in a 5% increase of our campus services within 6 months.
* Collaborate with supervisors to create lesson plans for students in order to provide a comprehensive aid to enhance the retention of information learned.

**Student Government Organization** Bloomington, IN

*Secretary* December 2015 – Present

* Transcribe the meeting through extensive note taking on my laptop resulting in a records folder of occurrences, ideas, and prompts for future meetings and chair holders.
* Provide marketing materials for dorm events through the printing of posters and flyers resulting in the dorms being up to date with current activities.

**University Library** Bloomington, IN

*Student Volunteer* August 2015 – December 2015

* Organized book returns by scanning them in and placing them on corresponding return carts in order for the books to get replaced in the correct location.
* Communicated with students through in person contact and online chat to help them find the materials they are looking for.
* Assisted with the book checkout process by communicating with students and staff resulting in the correct resources being checked out and in them being more aware of their return date to increase customer satisfaction.