**Sally Saltwater**

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

625 N. Jordan Ave 123 Resume Road

Bloomington, IN 47405 Manchester, IN 46962

**Education**

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

Major: Comprehensive Design

GPA: 3.45/4.00

**Art Experience**

**Indiana University**, Bloomington IN *December 2016 – Present*

*Fine Arts Library Assistant*

* Organize book system within the library and ensure all works are accounted for
* Catalog returns and record check-outs
* Operate the phone system answering inquiries and requesting works from other libraries on campus
* Assist students in locating desired works in order to fulfill their needs

**Work Experience**

**Edna’s Flowers**, Manchester, IN *August 2016 – August 2017*

*Floral Design Consultant*

* Confer with clients regarding price and type of arrangement desired and the date, time, and place of delivery
* Select flora and foliage for arrangements, working with numerous combinations to synthesize and develop new creations
* Plan arrangement according to client's requirements, utilizing knowledge of design and properties of materials, or select appropriate standard design pattern

**Volunteer Experience**

**People and Animal Learning Service, Inc.**, Bloomington, IN *October 2017 – Present*

*Student Volunteer*

* Volunteered as a side-walker for equine therapeutic riding lessons for children, adults, and seniors with disabilities.
* Assisted instructors in riding lesson, maintained barn cleanliness, and provided support for house care.

**Leadership Experience**

**Adventure Club,** Bloomington, IN *September 2017 – Present*

*Secretary*

* Schedule weekly meetings to discuss upcoming events
* Record minutes at meetings and distribute to club members
* Communicate with members about events through email, social media, and print marketing materials