**Sally Saltwater**

625 N. Jordan Ave. Bloomington, IN 47405

[username@iu.edu](mailto:username@iu.edu)

(555) 555-5555

**Education**

**Indiana University**, Bloomington IN *May 2020*

Major: Education: Earth-Space Science, Grades 5-12

GPA: 3.70/4.00

**Professional Experience**

**Bloomington Bagel**, Bloomington IN *December 2016 – Present*

*Associate*

* Foster a welcoming atmosphere by greeting and serving guests
* Train new employees on business practices including maintaining a clean work environment and operating the cash register
* Perform record keeping and account for inventory at the end of each week

**ABC Childcare**, Manchester, IN *August 2015 – August 2016*

*Childcare Assistant*

* Proctored educational activities throughout the day for 30+ children ages 3-7
* Monitored the pick-up line while ensuring children were accounted for at all times
* Designed art and science projects to uplift day to day morale of children and taught them basic understanding of shapes, letters, and sounds

**Volunteer Experience**

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

*Life Sciences Library - Public Services Assistant*

* Categorize books by the duodecimal system and account for all late returns
* Facilitate group book clubs and discussion concerning recently released novels
* Manage the front desk, assisting with requests, cancelations and questions
* Guide students through searches for specific books, magazines, and journals in order to help fulfill classroom needs

**Hilltop Garden and Nature Center**, Bloomington, IN *October 2016 – Present*

*Volunteer*

* Assemble Seed Starter Kits for children to catalyze their interest and gain understanding of the lifecycle of plants
* Educate children on the importance of understanding how vegetables grow and how they fuel the body
* Collaborated in the overall achievement in delivering 1,100 kits to 53 classrooms in 20 schools

**Student Organizations**

* Kappa Kappa Gamma – Sustainability Chair
* Salsa Club