**Sally Saltwater**

555-555-5555 | username@iu.edu

625 N. Jordan Avenue

Bloomington, IN 47405

**Education**

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

Major: Education: World Languages, All Grades

GPA: 3.70/4.00

**Cultural Immersion and Language**

**Practical English Tutorials Program,** Bloomington, IN *December 2016 – Present*

*Tutor*

* Facilitated conversations using Portuguese to explain English language concepts to Spanish speaking students.
* Collaborated with a team of tutors to plan activities designed to increase students’ English vocabulary.
* Created discussion topics based on conversational English to promote student engagement with classmates.
* Advised students by assessing needs regarding intercultural conflicts due to language barriers.

**Work Experience**

**Edna’s Flowers**, Manchester, IN *August 2015 – August 2016*

*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**

**WonderLab**, Bloomington, IN *October 2016 – Present*

*Student Volunteer*

* Provide hands-on activities and information to visitors off-site through outreach events
* Assist with planning events, collecting auction items, mailings, set up and tear down,
* photography and more for fund-raising endeavors
* Serve as role models to teen volunteers and younger children

**Leadership Experience**

**Adventure Club,** Bloomington, IN *September 2016 – 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