**Sally Saltwater**

625 N. Jordan Ave. Bloomington, IN 47405

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(555) 555-5555

**Education**

Indiana University, GPA: 3.2/4.0 May 2020

Bachelor of Science in Business Bloomington, IN

Major: Entrepreneurship and Corporate Innovation

Minor: Marketing

**Leadership Experience**

Middle Way House August 2016-present

*Volunteer* Bloomington, IN

* Process donations and prepare gift acknowledgements to the donors of the Middle Way House so that more donations can be made in the future from donors
* Manage databases of 1,300 donors and volunteers to effectively organize the information about the stakeholders to coordinate the information accordingly
* Establish business relationships with local restaurants and shops to fundraise 300 dollars for the Middle Way House and maintain efficient funds

Kelley School of Business August 2016-present

*Peer Tutor* Bloomington, IN

* Assist in the classroom as a tutor for Computers in Business course to aid students in their understandings of the subject so that they can excel in their course subjects
* Train 24 students with Microsoft Word, Access, and Excel skills to ensure maximum level of development in those programming softwares

**Management Experience**

Collins Dormitory Government September 2016-present

*Floor Governor* Bloomington, IN

* Represent a floor of 28 college students in a dorm wide community to be an advocate for their responsibilities and decisions as active members on the floor
* Collaborate with Resident Assistants to organize events within the residents of the floors managed to obtain collaboration and engagement within the residents
* Manage a budget of $4,000 through multiple computer programming software to provide residents of the floors with the best first experience

Mira Salon October 2016-present

*Receptionist* Bloomington, IN

* Managed day to day operational tasks including appointment scheduling and phone calls to obtain proper level of customer service skills
* Maintained product promotions and service specials by composing and distributing informational media efforts like posters and handouts to ensure customers at the salon are aware of the specials and sales going on with products and services