Sally Saltwater

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555-555-5555

**Education**

Indiana University May 2020

Bachelor of Science, GPA: 3.3/4.0 Bloomington, IN

Major: Geological Sciences

Minor: Psychology

Hudson and Holland Scholars Program (top 20% of high school class, 3.2+ GPA)

Psi Chi Honor Society (top 35% of class, min GPA in psychology courses of 3.5)

**Geology Experience**

GeoClub, Indiana University August 2016-Present

*Member* Bloomington, IN

* Coordinate monthly activities for club members by attending biweekly programming meetings, in order to create fun and educational activities related to geology
* Collaborate with other geology students each month on projects related to current research in the field of geology, to become more familiar with everyday geology practices
* Attend workshops and network with guest professional speakers about the field of geology, to gain knowledge and skills that are helpful for pursuing a future career in the geology field

**Communication/Customer Service Experience**

Target January 2014-May 2015

*Sales Associate* Bloomington, IN

* Resolved customer complaints by corresponding with customers with empathy and following up with store errors in order to provide quality customer service
* Processed incoming merchandise using the store’s cataloguing system to make sure that the correct number of products was being received and distributed
* Promoted store promotions and sales by informing customers via word of mouth, to increase store revenue during peak seasonal promotional times

Hollister Co. October 2014-August 2015

*Sales Associate*  Indianapolis, IN

* Assisted customers with trying on items, finding appropriate sizes, and completing purchases by providing quality customer service/care to all patrons
* Prepared for upcoming promotions and store changes by rearranging stock, retagging merchandise, and adding signage to ensure that the store was both clean and visually pleasing.
* Recommended customers sign up to receive the store’s emails by initiating conversation when at the register, in order to inform customers about upcoming promotions, discounts, and events

**Skills**

* Conversational/Literate in American Sign Language
* Knowledge with Microsoft Office (Word, Excel, Publisher, etc.)