**Sally Saltwater**

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

625 N. Jordan Ave. 123 Resume Road

Bloomington, IN 47405 Chesterton, IN 46304

**Education**

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

Major: Human Resources Management

GPA: 3.45/4.00

**Management Experience**

**Dicks Sporting Goods**, Bloomington IN *December 2016 – Present*

*Lead Employee*

* Involve actively in website updates and company communications by organizing all communication outreaches for the company
* Explore new opportunities for project expansion into specific markets and applications for further improvement and renovations within the company
* Researched better sourcing methods to create more desired pricing status for markets within the field by maintaining strong communication within parties and solid market strategy

**Work Experience**

**RPS Food Services**, Bloomington, IN *August 2016 – August 2017*

*Cashier*

* Calculate totals for individuals’ food purchases to ensure proper money transactions.
* Operate POS system to account for all transactions to promote correct inventory counts and orders.
* Joyfully great each customer to provide excellent customer service.

**Volunteer Experience**

**Indiana University Dance Marathon,** Bloomington, IN *October 2017 – Present*

*Dancer*

* Invested 12-14 hours weekly planning IUDM, Indiana University’s largest philanthropy, and the nation’s second largest philanthropy, which raised over $3.8 million for Riley Children’s Hospital this past year
* Motivated and lead over 3400 participants for the 36-hour event by bringing spirit and excitement to all hours of the event

**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