**Sally Saltwater**

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

625 N. Jordan Ave. 123 Resume Rd.

Bloomington, IN 47405 Manchester, IN 46962

**Education**

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

Major: Labor Studies

GPA: 3.60/4.00

**Professional Experience**

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

* Foster 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

**Office of Alternative Screening and Intervention Services,** Bloomington IN

*Alcohol and Peer Educator August 2016 – Present*

* Provide non-judgmental support and training to students, parents, and organizations
* Compile data through distributing the yearly campus substance use survey and managed the online alcohol and sexual assault prevention course for all first year students
* Coordinate programming and education in residence halls, Greek chapters, and other organizations

**Activities**

**Indiana University Dance Marathon**, Bloomington, IN *October 2016 – Present*

*Director of Hospital Relations*

* Aid all members in developing a deeper passion for and connection to Riley Hospital for Children with the overall goal of strengthening the relationship between IUDM and Riley Hospital for Children in ways that have never been done before
* Direct the efforts of the six Hospital Relations subcommittees in their efforts focused primarily on the wellbeing of Riley families

**Student Organizations**

* Indiana University Swim Club
* Toast Masters
* Civic Leaders

**Skills**

* **Computer:** Adobe InDesign, Python, HTML CSS+, Microsoft Office
* **Language:** English (native), Spanish (working proficiency)