**Sally Saltwater**

625 N. Jordan Ave Bloomington, IN 47405

555.555.5555; username@indiana.edu

**Education**

Indiana University May 2019

Bachelor of Science in Business Bloomington, IN

Major: Law, Ethics, and Decision Making

Minor: Psychology

GPA: 3.6/4.0

**Leadership Experience**

Kelley School of Business          September 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 the software programs

McNutt Dormitory Government                August 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

Big Brothers Big Sisters                             August 2015-May 2016 *Volunteer Big Brother*                Bloomington, IN

* Mentor and interact with youth, providing a positive role model and support network for both educational and recreational endeavors
* Devise action plans for the youth to follow in order to promote positive ideation of their potential futures

**Management Experience**

Boomerang 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