Sally Saltwater

username@indiana.edu

625 N. Jordan Ave. Bloomington, IN 47405

555-555-5555

**Education**

Indiana University May 2020

Bachelor of Science, GPA: 3.7/4.0 Bloomington, IN

Major: Real Estate

Minor: International Studies

**Sales/Customer Service Experience**

Windsor Fashions May 2015-August 2015

*Sales Associate*  Bloomington, IN

* Displayed store merchandise in a manner consistent with corporate guidelines to create a unique and visually pleasing store layout.
* Communicate with customers by greeting them upon entrance and directing them to the various departments within the store, to create an easy and enjoyable shopping experience
* Trained new employees by providing supervision and shadowing on the various store policies and expectations, in order to ensure a productive work environment

Target January 2014-May 2015

*Sales Associate* Fishers, 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

**Study Abroad Experience**

Gaborone- Community Public Health Summer Program May 2016-August 2016

*Student Member* Bloomington, IN

* Gained cross cultural competency through integration living with local family resulting in increased awareness
* Designed local flyer campaign using Photoshop to promote safe drinking water habits in several local towns
* Completed patient intake forms based on medical history questions to best provide services at a local clinic

**Relevant Coursework**

F303: Intermediate Investments August 2016-December 2016

*Student* Bloomington, IN

* Examine the pricing of equity, fixed income, and derivatives, and analyze the degree of market efficiency
* Implement financial models by extensively using spreadsheet modeling methods