Sally Saltwater

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625 N. Jordan Ave. Bloomington, IN 47408

555-555-5555

**Education**

Indiana University May 2020

Bachelor of Science in Recreation, GPA: 3.8/4.0 Bloomington, IN

Major: Tourism, Hospitality, and Event Management

**Event Planning Experience**

Wedding Solutions Inc. August 2016-January 2017

*Assistant Wedding Planner* Bloomington, IN

* Recorded bride and groom’s expectations and wishes for their special day and created several lists detailing what needed to be done in order to make the overall experience stress-free for the bride and groom
* Monitored the crews and staff hired on for the special day, by checking in on supervisors, to ensure the venue met the bride’s standards
* Communicated with wedding planner via email, in person, and phone, about various details pertaining to the upcoming ceremony

Indiana University Outdoor Adventures July 2016-Present

*Student Leader* Bloomington, IN

* Organized group trips of forty students to Lake Monroe, Brown County State Park, and Smoky Mountains
* Facilitated backpacking, canoeing, and snowshoeing excursions of ten members to test wilderness survival skills

**Leadership Experience**

Stop the Silence at IU August 2016-Present

*Vice President* Bloomington, IN

* Help facilitate and coordinate bi-weekly meetings by providing meeting agenda and using Robert’s Rule of Order to ensure meetings are organized and efficient
* Fundraise for the “Be the Voice” campaign by reaching out to individuals within the Bloomington community via email and telephone communication in order to reach personal fundraising goal
* Outreach to the Bloomington community to provide educational materials and presentations for members about child sexual abuse to increase awareness about this social justice issue

Head Start/Early Head Start Program June 2015-December 2015

*Volunteer*  Bloomington, IN

* Provided support to children, individually and as a whole, to create an environment that was comfortable and friendly.
* Assisted other teachers with creating, distributing, and cleaning up meals for children to ensure all were fed and well cared for.