**Sally Saltwater**

Current Address:                     555-555-5555 | [username@iu.edu](mailto:username@iu.edu)                Permanent Address:

625 N. Jordan Ave.                                                                                                  123 Resume Rd.

Bloomington, IN 47405                                                                                   Evansville, IN 47701

**Education**

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

Major: Classical Civilization (Art and Archaeology or Culture and Literature)

GPA: 3.70/4.00

**Professional Experience**

**Indiana University**, Bloomington IN *December 2016 – Present*

*Fine Arts Library Assistant*

* Organize book system within the library and ensure all works are accounted for
* Catalog returns and record check-outs
* Operate the phone system answering inquiries and requesting works from other libraries on campus
* Assist students in locating desired works in order to fulfill their needs

**AP History Tutor**, Bloomfield, IN *August 2015 – August 2016*

*Student Tutor*

* Educated students on study methods and materials to prepare them for the high school Advanced Placement History exam
* Delegated responsibilities to other tutors and coordinate lesson plans
* Met with students before and after the exam to discern what sections they felt confident in and what areas they could have benefited from more explanation

**Relevant Extracurricular Activities**

**Classic Greek Book Club**, Bloomington, IN

*Founder & President*  *October 2016 – Present*

* Manage the club through contacting members about meeting dates, reading benchmarks, and secure locations for meetings and events
* Facilitate discussion around book topics to ensure members understand the content of the readings
* Collaborate with professors to come and speak on personal accounts of being published and the research involved

**Buskirk – Chumley Theatre**, Bloomington, IN

*Volunteer September 2015 – August 2016*

* Guided attendees to their seats and assist with directions to ensure the production starts on time
* Conducted operations at the concessions through performing calculations and exchanging money for product