**Sally Saltwater**

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(555) 555-5555

**Education**

Indiana University, GPA: 3.2/4.0 May 2018

*Bachelor of Arts* Bloomington, IN

Major: Criminal Justice

Minor: Sociology

**Law Enforcement Experience**

Indiana University Police Department August 2015-present

*Cadet* Bloomington, IN

* Communicate with dispatch through use of radios to remain knowledgeable about all campus problems occurring
* Lead foot patrol staff to ensure the safety and security of various campus buildings especially campus dormitories
* Complete all regional and national certifications to obtain maximal level of care to campus personnel

Monroe County Sheriff’s Office May 2015-August 2015

*Correctional Officer \* Bloomington, IN

* Mastered the control center for the facility and answered all incoming calls that came for the Sheriff on duty to ensure all communication was dealt with correctly
* Communicated with inmates on a daily basis in order to maintain safety and security of the facility, inmates, and staff

**Leadership Experience**

Olive Garden August 2014-present

*Lead Server*  Bloomfield, IN

* Manage shifts effectively by delegating tasks to wait and kitchen staff to ensure that all tasks were completed successfully and efficiently
* Improved communication skills with the public through customer service to strengthen outreach of the company and interpersonal connections
* Served food and drink orders to incoming restaurant guests while maintaining multiple tables in the same area at one time in order for the restaurant to run smoothly and timely

**Volunteer Experience**

Indiana University Dance Marathon February 2013 – November 2015

*Dancer*  Bloomington, IN

* Invested 12-14 hours weekly planning IUDM, Indiana University’s largest philanthropy, and the nation’s second largest philanthropy, which raised over $3.8 million for Riley Children’s Hospital this past year
* Motivation and leadership of over 3400 participants for the 36-hour event by bringing spirit and excitement to all hours of the event