**Sally Saltwater**

625 N. Jordan Ave. Bloomington, In 47405

555.555.5555 username@indiana.edu

**Education**

*Indiana University, 3.1/4.0* May 2019

Bachelor of Science in Business Bloomington, IN

Major: Information Systems

Minor: Management

**Leadership Experience**

*Residential Programs & Services* August 2016-present

Tour Guide Bloomington, IN

* Conduct hour-long tours of Indiana University Bloomington residential halls to groups of at least fifty prospective students daily in order to showcase RPS amenities and services provided to its students
* Advertise the diverse array of choices and options one has when choosing between RPS services, such as community enrollment and housing locations, in order to increase consumer interest in targeted sectors
* Inform students about the importance of utilizing the RPS website and other resources provided by RPS to research further information about their IU experience so that the website generates a higher number of webpage views for RPS

*IU Auditorium* January 2016-present

Usher Bloomington, IN

* Gain customer service experience by ushering auditorium patrons to their seats and answering their questions, such as intermission times and location of restrooms in order for the patrons to receive customer satisfaction
* Cater to disabled patrons by helping them to their seat and/or bringing them their walking aid in order to provide utmost care and courtesy to the customers

**Management Experience**

*Kelley School of Business Peer Tutor Program* August 2015-May 2016

Computer in Business Peer Tutor Bloomington, IN

* Instructed fellow students in Microsoft Excel and Access programming skills so that all students understood the software to the best of their ability
* Tutored at least 30 fellow students twice a week to aid those who need additional help and that could have been struggling in order for the students to keep up with the fast pace of the class and increase their level of understanding on the topic

*DECA* August 2014-May 2015

Member Indianapolis, IN

* Competed in case competitions with fellow high school DECA students to create a larger understanding of business management systems
* Managed a team to aid in competition skills and technique to efficiently research the companies involved in the case competition