**Sally Saltwater**

625 N. Jordan Ave. Bloomington, IN 47405

username@indiana.edu / (555) 555 – 5555

**EDUCATION**

**Indiana University** Spring 2025

Bachelor of Science Bloomington, IN

Major: Organizational and Business Psychology

GPA: 3.98/4.00

**Indianapolis Central High School** Spring 2021

GPA: 4.00/4.00 Indianapolis, IN

**WORK EXPERIENCE**

**Global Health Hospital** August 2019 – May 2020

*Business Intern*  Indianapolis, IN

* Participated in daily meetings to review tasks and provide updates
* Analyzed data to create charts and graphics to be used in end of year review book presented to board and CEO
* Learned and utilized excel to reconcile accounts under supervision of the accounting department

**Buffa-Louie’s** August 2022 – Present

*Server* Bloomington, IN

* Record proper orders in the POS system to make sure the correct information is presented to the cooks
* Gather all of food, utensils, and napkins and take it to the customer to ensure they have a good and relaxing experience
* Greet customers with a smiling face so they feel comfortable in the restaurant

**LEADERSHIP EXPERIENCE**

**Phi Delta Epsilon Pre-Medical Fraternity** August 2022 – Present

*Active Member* Bloomington, IN

* Participate in weekly activities to manage philanthropic, academic, and social chapter events
* Monitor Twitter account to keep other members up to date on current information and changes in meeting times

**SKILLS**

* Fluent in French
* Computer Languages: Excel VBA, Python, Java