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| Sophia Baker  · (317) 833-6243  Smbaker7716@gmail.com · [LinkedIn](https://www.linkedin.com/in/sophia-baker-69b0ba118/) |
| I am a recent college graduate with a bachelor’s degree in creative writing. I am motivated to find a position where I can apply my skills in the professional world. Seeking a role where my background with collaboration and team building coupled with my passion for writing can help others achieve their goals. |

# Skills

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| * Leading teams * Microsoft office suite * Workshop delivery and facilitation * Digital and social media literacy | * Excellent verbal and written expression * Detail oriented * Ability to work under pressure * Time management |

# Experience

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| June 2018 – November 2019Aquatics supervisor, Lifetime fitness  * Coordinating pool parties, swim lessons and clinics, and training new hires. * Keeping up with activities happening in the rest of the club. * Ensuring all members and guests follow the rules that are put in place for their safety. * Trained and certified in first aid and CPR. * Maintaining a clean and organized pool deck and checking the chemical balance of the pools. * Working with the other lifeguards to stay aware of our surroundings and composed in a hectic environment. |
| June 2016 – August 2017Hostess, Houlihan’s  * Greeted guests and escorted them to a table or waiting area. * Scheduled dining room reservations, arranged parties, special events, or special services for dinners; received and recorded dining reservations. * Assisted wait staff in taking orders, running food, bussing tables and keeping the dining room in order. * Organized seating plan of the restaurant prior to seating the guests. * Worked with staff to best meet the needs and desires of our clientele |

# Education

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| August 2015 – May 2019English Creative writing, ball State University  * Final GPA of 3.52 * Dean’s List 3 consecutive semesters * Writing skills   + Courses in Fiction, Advanced Fiction, Poetry, Advanced Poetry, and Screenwriting |
| January 2019 – May 2019Study Abroad Program, University of Keele  * Courses   + Transatlantic Gothic Literature   + Poetry and Prose   + Popular British Cinema   + Film Adaptation |
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# Activities

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| December 2017 – december 2018Vice president of membership, Sigma Kappa – Gamma eta  * Prepared the chapter for the upcoming recruitment season * Created and facilitated workshops on interpersonal relations, communication, non-verbal cues, and our chapters goals and values as they pertained to new members. * Planned and leaded each round of recruitment * Managed a group of sisters appointed by the executive board to help with each round. |