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| Sophia Baker · (317) 833-6243Smbaker7716@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
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# 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.
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| 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
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# 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
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| 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.
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