

CARTER CALARCO

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EDUCATION

Illinois State University **Normal, IL**
State Farm Hall of Business: Bachelor of Science *May 2021*
Major: Business Information Systems
Cumulative GPA: 3.59/4.00

WORK EXPERIENCE

Medline Industries **Waukegan, IL**
Business Systems Intern *June 2020 – August 2020*

- Offer rescinded due to COVID-19 (accepted offer February 2020, rescinded April 2020)

Julia N. Visor Center, Illinois State University **Normal, IL**
Lead Peer Academic Coach *January 2019 – Present*

- Enable over 15 students on a weekly basis to become self-sufficient and improve their time-management capabilities
- Assist in refining the PAC program by mentoring and training all peer academic coaches on a daily basis
- Collaboratively set realistic goals and steps with each student while systematically tracking their progress

First Star Academy, Illinois State University **Normal, IL**
College Coach *May 2019 – July 2019*

- Challenged 12 high school foster students to improve their academic performances in order for them to graduate
- Provided specialized counseling that addressed academics, life skills, and mentor engagement
- Studied regulatory procedures and laws from HIPAA and OSHA to guarantee the success and safety of each student

McHenry School District 15 **McHenry, IL**
Technology Assistant *May 2018 – August 2018*

- Wired and imaged over 1,000 Chromebooks district-wide in an attempt to secure the district's internal network
- Removed and installed hardware including desktops, personal computers, and Apple TVs
- Updated and installed software on desktop computers and Chromebooks in seven different schools

ORGANIZATIONS

Professional Business Fraternity – Alpha Kappa Psi **Normal, IL**
Potential New Member Educator *September 2020 – Present*

- Conduct the membership education program for our chapter at Illinois State University
- Educate 12 members in the history of Alpha Kappa Psi and its values
- Foster professional development of the group to be successful in our chapter and in the business world upon graduation

Active Member *September 2019 – Present*

- Co-founder of a startup business named “Scrunchtime” that achieved a profit of over \$2,000 in six weeks
- Directed marketing and sales efforts by conducting on-site tabling at four campus-wide locations
- Constructed a working business plan with the purpose of donating all profits to the National Breast Cancer Foundation

Business Information Systems Club **Normal, IL**
Active Member *August 2019 – Present*

- Attend on-site visits to local businesses in order to better understand technologies and their application in business
- Actively engage in weekly meetings and activities to develop a greater working knowledge of the industry
- Participate in specialized workshops to better enhance professional skills in the workplace

SERVICE PROJECTS

ISeeYou Nurses **Normal, IL**
Co-Founder/Volunteer *April 2020 – Present*

- Start a service project with the purpose of giving back to hard working ICU nurses during the ongoing pandemic
- Develop a web page for others to learn more about the project, donate to help the cause, and see current updates
- Raise over \$1500 in less than 3 weeks used to make and deliver care packages to the ICU nurses

SKILLS

- Business Systems Analysis, Data Analysis, Business Analysis, Project Management, Systems Development Life Cycle (SDLC), SQL, Agile Methodologies, Microsoft Office, Microsoft Excel, Visual Basic, Leadership, Problem-solving, Teamwork, Emotional Intelligence, Time Management, Communication, Public Speaking