

Carter Calarco

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EDUCATION

Bachelor of Science – Major: Business Information Systems

Tentative Graduation – May 2021

Illinois State University – Normal, IL

Overall GPA – **3.5/4**

EXPERIENCE

McHenry School District 15, McHenry, IL

May 2019 - August 2019

Technology Assistant

- 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

Julia N. Visor Center, Illinois State University

January 2019 - Present

Peer Academic Coach

- Enable over 15 students on a weekly basis to become self-sufficient and improve their time-management capabilities
- Collaboratively set realistic goals and steps with each student while systematically tracking their progress
- Routinely converse with other Peer Academic Coaches to continuously refine the program's methods and policies

First Star Academy, Illinois State University

June 2019

College Coach

- 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

Raymond's Bowl, Johnsburg, IL

July 2016 - August 2017

Supervising Associate

- Performed routine technical maintenance on arcade machines and lane apparatus
- Oversaw front counter operations which included inventory tracking, setting up lanes, and operating the cash register
- Trained five newly hired employees in all aspects of daily business operations and appropriate customer interactions

ORGANIZATIONS

Alpha Kappa Psi Professional Business Fraternity

September 2019 - Present

Pledging Member

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

SERVICE

Adopt-A-Street

September 2019 - Present

Volunteer

- Provide weekly cleaning services to an assigned street to assist the town of Normal in street upkeep

Operation Snowball

December 2015 – August 2017

Volunteer

- Empowered and educated high school youth on the importance of maintaining a drug-free lifestyle