

Colin E. McCarry
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EDUCATION:

The Pennsylvania State University, University Park, Pennsylvania

Philosophy, Labor and Employment Relations major: anticipated B.A. May 2021
Integrated Undergraduate 5 year Masters Program focusing in Human Resources
Management: anticipated M.S May 2022

EXPERIENCE:

AO North America, King of Prussia Pennsylvania: December 2019-January 2020

HR Inventory Coordinator

- Created a vision for a new office layout
- Enacted inventory procedures to guide purchasing of materials
- Reconstructed the production and marketing rooms for ease of use
- Presented a system of organization in cooperation with HR and marketing departments

Monarch Staffing, Great Valley Pennsylvania: May 2019-August 2019

Recruiter Assistant and Front Desk

- Greeted clients when they arrived
- Updated client files
- Taking and returning calls
- Checked employment references
- Completed and filed I-9 documents

Crozer Keystone Health System's Human Resource Department, Chester Pennsylvania:

June 2018 to August 2018

File Clerk

- Prepared the Personnel files for digitization
- Organized the file room to fit the specifications for the expansion of the office
- Separated the file paper by paper into outlined sections
- Maintained the alphabetical order of every file

LEADERSHIP:

FOTO, Thon special interest organization: September 2017-present

Active Member

- Fundraising outreach
- Support for the THON children
- Supporter for the Dancers at THON 2018 and THON 2019