

# CORAL CALLEN

🏠 Manhattan, KS

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## EDUCATION

**Bachelor of Science in Business Administration - GPA: 3.8**

**Kansas State University | Manhattan, KS**

Anticipated: May 2026

Major: Organizational Management

Minor: Leadership Studies

Certificates: Professional Strategic Selling & Diversity, Equity, Inclusion, & Belonging in Business

## EXPERIENCE

**Peer Advisor**

**Kansas State Office of Student Financial Assistance | Manhattan, KS**

Aug 2023 - Present

- Advise current and prospective students and their families by phone regarding financial aid information
- Consult with advisors and coordinators to provide correct responses to the callers
- Assist in the processing of financial aid files and forms that come into the office
- Support search committee during hiring and interview process

**District Manager Intern**

**ALDI USA | Olathe, KS**

May 2024 - Jul 2024

- Shadowed district managers and store managers to understand store operations and complete administrative tasks
- Enhanced store conditions, employee performance, and stock efficiency
- Learned and applied relevant policies and procedures such as Cash Handling, Time Clock, and Inventory
- Actively participated in store tours and hiring processes
- Prepared a presentation and a report on an area of operations to be presented to the ALDI executives

**Human Resources Intern**

**Unbound Non-Profit | Kansas City, KS**

May 2023 - Aug 2023

- Performed special projects such as planning a wellness event with Cleveland University and a community event with the Kansas City Royals
- Restructured current HR processes such as payroll, goal setting, talent acquisition, onboarding, and position descriptions
- Interviewed employees to gain knowledge on their onboarding experience within the organization

## CAMPUS INVOLVEMENT

**Member**

**Kansas State Student Foundation**

Feb 2024 - Present

- Host events for alumni and students that help encourage support for KSU

**Vice President of Community Events**

**Women In Business, Kansas State University**

Aug 2023 - Present

- Assemble and attend community events
- Lead community opportunities in the organization

**Member**

**Phi Eta Sigma Honor Society, Kansas State University**

Mar 2023 - Present

- Rewarded membership for earning a 3.5 GPA or higher during first semester of college

**Member**

**International Buddies, Kansas State University**

Aug 2022 - Dec 2023

- Form connections with bilingual and multicultural individuals to encourage campus involvement

## HONORS & AWARDS

**Member**

**Dean's List, Kansas State University**

Spring 2023 - Present

**Recipient**

**Royal Purple Scholarship, Kansas State University**

Aug 2022 - Present