

# Kevin Allen

(302) 415-2431 • allenkevin72@gmail.com • [LinkedInURL](#)

Recent graduate of Penn State University with experience in recruitment, coaching, and diagnostic information gathering. Seeking opportunity to leverage leadership, project management, customer service, and entrepreneurial spirit in a recruiting coordinator or HR capacity.

## **EDUCATION & TECHNICAL SKILLS**

### **The Pennsylvania State University**

Bachelor of Science in Global and International Studies

Minor in Labor and Employment Relations

**University Park, PA**

May 2020

GPA: 3.33

### **Relevant Course Work**

Employment Law

Race and Ethnic Relations

Public Speaking

Leadership and Management

HR/Business Ethics

Computer Fundamentals

Microsoft Office (Superior) • Google Apps (Superior) • Adobe Suite (Advanced)

## **RELEVANT HUMAN RESOURCES EXPERIENCE**

### **The Pennsylvania State University, Sustainability Institute**

*Student Volunteer*

**University Park, PA**

January 2019 – May 2019

- Collaborated with a team of four students to create a guidebook integrating sustainability into the university's hiring and training processes
- Created job descriptions pertaining to sustainability; developed sample interview questions; provided acceptable answers relating to the candidate and job responsibilities
- Recommendations adopted by the Sustainability Institute and University HR Managers as a hiring and training tool

### **Penn State, NCAA Division I Baseball**

*Student Manager*

**University Park, PA**

September 2019 – May 2020

- Operated multiple technology systems during the team's practices and games
- Compiled data and video on opposing teams' tendencies to complete advanced scouting reports
- Assisted in day-to-day operations in the team office: organizing, filing, and answering phones

## **LEADERSHIP & RECRUITMENT EXPERIENCE**

### **Penn State Baseball Club**

*Club Baseball Coach*

**University Park, PA**

September 2017 – May 2020

#### Assistant Coach Division I Team

May 2018 – May 2020

- Lead recruitment program involving: social media posts, activity fairs, and oral presentations
- Communicated effectively with Head Coach and players about club/personal goals and expectations
- Enforced NCBA rules and regulations among student athletes

#### Head Coach Division II Team

September 2017 – May 2018

- Demonstrated leadership ability while balancing relationships with players as a coach and peer
- Primary contact for the NCBA regarding all club activities, schedules, and games
- Responsible for travel safety and booking rental cars/hotel rooms for 28 players/coaches
- Organized volunteer/community service events and other related activities for the team

## **OTHER WORK EXPERIENCE**

### **Longwood Gardens**

*Carpentry Apprentice*

**Kennett Square, PA**

Summer 2018 & 2019