**Georgia Dyer**

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**Objective**

Dependable HR major with a strong understanding of internal and external communication. Adaptable, self-motivated, and detail-oriented with extensive skill in organization and planning. Eager to advance my career in HR and business management to satisfy the needs of your company.

**Education**

**Bachelor of Science, Business Administration, Expected Graduation May 23’**

Focus in Management and Human Resources

University of South Alabama, Mobile, Alabama

GPA: 3.54/4.0, Honors

**High School Diploma, August 2015 – May 2019**

Bayside Academy, Daphne, Alabama

GPA 3.9/4.0, Honors

**Employment**

*Corporate Human Resources Intern–* **SSAB Americas, Mobile, AL, May 2022 – Current**

* Planned and conducted numerous phone interviews from entry-level to management positions.
* Re-organized, re-wrote, and assembled onboarding packets for four SSAB locations.
* Converted physical onboarding packets into electronic form, uploaded, and tested onboarding packets in Ceridian Dayforce.
* Add section of LESSONS LEARNED (eg what to do, not to do, what to improve on that others were insufficient at)

*Managers’ Assistant–* **Landmark Real Estate Group, Baldwin County, AL, May 2020 – August 2020**

* Provided customer service by efficiently resolving resident issues and complaints in 25 neighborhoods across Baldwin County.
* Assessed and prioritized resident inquiries and connected residents to the appropriate resource.
* Supported six community managers in client communication in the field, including marketing and distribution of newsletters.
* Coordinated and trained property attendants to assess and monitor up to 25 neighborhoods/ public amenities.

**Extracurricular**

**Society for Human Resource Management (SHRM), February 2022 - Current**

**Kappa Delta Sorority, August 2019 – April 2022**

*Director of External Philanthropy and Community Service,* **November 2021 – April 2022**

* Seek, organize, and communicate philanthropy and community service events between community organizations, other Greek organizations, and Kappa Delta.

*Assistant PR Chair,* **August 2021 - November 2021**

* Planned, coordinated, and lead large scale annual alumni events.

**Outstanding Scholarships**

J.L. Bedsole Scholarship Recipient, August 2019 – Current

USA University Scholarship Recipient, August 2019 – Current

Leonardi Family Business Scholarship Recipient, May 2022 - Current

Dr. Paul Pietri Scholarship in Management Recipient, May 2022 – Current

**Links**

[**https://www.linkedin.com/in/georgia-brown-0a669621a/**](https://www.linkedin.com/in/georgia-brown-0a669621a/)