Suzy Business

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**EDUCATION**

**Georgia Institute of Technology**, Atlanta GA Fall 2021-present

Business Administration major, Scheller College of Business

Expected graduation: Spring 2025

Current GPA: 3.2

**Dalton High School**, Dalton, GA May 2021

High school diploma, with honors

GPA: 3.8

Hope Scholarship, Zell Miller Scholarship

**SKILLS**

Software platforms: Microsoft Office, MailChimp, Canva, Hootsuite

Communication: Group presentations, time management, organization, critical thinking, project planning

Business: Purchasing, invoicing, credit reconciliation

**EXPERIENCE**

**Marcus Freid Homes**, Dalton, GA August 2018 – May 2021

*Administrative Assistant* and *Intern*

* Organized company holiday party for 30 employees and their families
* Reorganized and maintained three large storage areas
* Performed a variety of administrative tasks involving finances and reconciliations
* Functioned virtually during COVID restrictions

**Drama Dalton**, Dalton, GA December 2018-March 2020

*Assistant Stage Manager*

* Stage managed children’s theatre productions of *Shrek* and Disney specials
* Communicated with theatre staff, parents, children and wider community to promote and execute successful shows geared to children ages 4 to 12.

**Parks and Recreation**, Dalton, GA Summers: 2017, 2018, 2019

*Camp Counselor* for summer programs

* Supervised and managed children ages 8 to 11 during day camps and on field trips

**LEADERSHIP**

**Environmental Awareness Club**, Dalton High School, Dalton, GA 2018-2021

*Vice President, Secretary*

* Raised awareness of recycling and reuse opportunities in the community. Initially operated in-person and then with various virtual methods of outreach in COVID.