

GEORGIE MARIN

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EDUCATION

Bowdoin College, Brunswick, ME December 2023
Bachelor of Arts, Sociology, Economics; GPA: 3.5/4.0

Fulbright PostGraduate Scholarship, Germany December 2023

WORK EXPERIENCE

The Legal Aid Society, New York, NY April 2023 - August 2023

Human Resources Intern

- Updated the employee handbook, 10 HR posters, and the HR website to reflect current federal and state regulations.
- Monitored and analyzed HR data and metrics (salary benchmarking, compensation review, new hires, termination, turnover, promotion, quarterly bonuses, performance management, etc.) to create 15 detailed monthly and quarterly reports.
- Served as the internal and external lead for 12 internship programs, collaborating with program leaders to provide solutions, understand, and meet program objectives.

Bowdoin College (Office of Career Exploration and Development) Brunswick, ME January 2020 – May 2023

Peer Advisor

- Collaborated with campus partners to develop and implement 3 new programs each academic year aimed at enhancing student retention and engagement, prioritizing student feedback and satisfaction.
- Provided personalized career guidance to 50+ students annually, offering empathetic support and practical solutions to help them navigate resume writing, interview preparation, and job search challenges.
- Orchestrated and facilitated 5+ career fairs and networking events each year, delivering exceptional customer service to both students and employers, resulting in increased internship and job opportunities and positive feedback from participants.

Equinix INC, San Francisco, CA June 2022 – August 2022

Human Resources Intern

- Administered company benefit programs for 500+ employees, processed open enrollment for over 400 employees, managed leave of absence programs (Paid Family Leave, FMLA, COBRA), acted as a liaison between carriers/vendors and employees for 200+ benefit-related inquiries annually, and oversaw benefits invoice reconciliation.
- Coordinated 4 benefit, wellness, and DEI events and 2 semi-annual awards ceremonies to foster a work environment.
- Addressed over 150 standard requests/inquiries from stakeholders annually, partnered with HRBP on performance management needs, and assisted with 12 HR-related reports and documentation monthly.

Weil Gotshal and Manges LLP, New York, NY June 2021 – August 2021

Human Resources Intern

- Provided HR support across various functions including Talent Acquisition, L&D, Benefits, C-Suite, Facilities, and HRBP, supporting a workforce of over 500 employees.
- Oversaw onboarding and offboarding processes for over 100 new hires and 50 separations annually, including background checks, orientation meetings, I-9 documentation, separation procedures, exit surveys, and scheduling of offboarding meetings, and facilitated benefits orientation for all new hires.
- Maintained HR systems (ADP Workforce Now, Bamboo HR, Greenhouse, Tovuti, LinkedIn Learning) and served as the primary point of contact for over 300 employee HRIS inquiries

LEADERSHIP EXPERIENCE

Dear PWI (@dearpwi), United States 2020 – 2022

Co-Founder

- Collected and broadcast 700+ written testimonies from traditionally underrepresented students at top universities regarding their first hand experiences with discrimination on campus.
- Conducted market research and executed relevant marketing strategies, thereby amassing a community of 31,000 Instagram followers in a span of four months; spearheaded the creation of 50+ @dearpwi subpages.
- Crafted compelling press releases, garnering 3 feature stories in national publications and 10 mentions in industry-specific media per month.

SKILLS

Computer skills: HRIS Database Management, BambooHR, Microsoft Excel, Project Management, Benefits, Salesforce, Workday

Language skills: Spanish – fluent in both written and verbal communication