



DEBORAH PHILLIPS

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 310 Stonehenge Drive,
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PROFESSIONAL SUMMARY

Experienced administrator who enjoys working side-by-side with colleagues who are equally comfortable in interacting in a remote work setting. Meeting the needs of our clients, administrators and other stakeholders while keeping the organizations policies and procedures in the forefront of my daily activities is most important. I strive to educate, support and encourage those that I interact with to continue to work towards and achieve their goals.

SKILLS

- Advertising
- Adobe Suite
- Real Estate knowledge and background
- Hiring, training and supervising
- Team leadership
- Extremely organized
- Report writing
- Public speaking
- Conflict resolution
- Interpersonal and written communication
- Team liaison
- Project Management
- Staff development

EDUCATION

Utah State University
Logan • 2012

Bachelor of Science: Communicative Disorders

Utah State University
Logan, UT • 2018

Master of Science: Master Of Human Resources

Utah State University
Logan, UT • 2019

Education Specialist: Instructional Technology/ Learning Sciences

WORK HISTORY

Avalon Hills Eating Residential Eating Disorder Facility - Administration/ Marketing Director

Petersborough, Utah

- Functioned as the Marketing Director traveling across the country to promote the facility. Developed advertising material, multimedia production, brochures and business cards.

Icon Health and Fitness - Remote Agent/ Supervisor/ National Service Technician *Logan, Utah*

- Worked with technicians in 9 states to diagnose equipment, provide parts, and went on local house calls to repair equipment.
- Assisted with copywriting/ editing for equipment descriptions and helped design new equipment when asked by engineers.

Herald Journal- Advertising Executive, Logan, Utah

- Created advertising for clients from Logan to Salt Lake City-National Accounts. ***Handled all advertising for Real Estate Companies.***

Utah State University - Business Assistant II

Logan, Utah • 01/2014 - Current

- Helped design and develop our program called USUSMA that is geared towards high school students to increase recruitment and retention in the department.
- Responsible for creative design for multiple projects including USUSMA, naloxone training and emergency preparedness.
- ***Expertise in hiring, training and supervising*** large groups.
- I have a strong understanding of policies and procedures here at Utah State University.
- Strongly developed skills in mediation and conflict management
- I have experience in marketing, editing, and development of promotional materials such as brochures, posters and multimedia.
- Education specialist developing curriculum for staff, faculty and students for various forms of face-to-face and e-learning experiences.

Bridgerland Technology College- January,2019-Current

- Volunteering to develop curriculum Business Modules