

Devon Phillips

Creative and innovative Spanish speaker, effective at resolving conflicts and effective in customer service. Flexible, versatile and focused under pressure. A quick learner, a people person, and technologically inclined.

Contact

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LinkedIn
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Languages

Fluent in English and Spanish

Skills

Proactive Problem Solver

Customer relations skills

Team leadership and development

Curriculum Development

Teaching

Common Core State Standards

Content and Practice standards

K-12 Education

Education

2012-01 - 2014-07

Work History

2018-08 -
2020-07

Maintenance and Lunch Service Manager

Coral Academy of Science - Eastgate Campus, Henderson, NV

- Train internal staff members on administrative processes, work instructions and procedures
- Diagnose and resolve issues throughout school.
- Keep detailed records and communicate progress with superiors.
- Monitor and manage Eastgate Campus lunch program
- Instruct and guide students, teachers, and parent volunteers.
- Develop operating procedures and document workflow for current and future process steps.
- Assessed operating conditions and adjusted settings to maximize performance and equipment longevity.

2017-08 -
2018-08

Spanish Teacher

Pinecrest Academy Cadence, Henderson, NV

- Developed language acquisition curriculum for speaking, reading, writing and auditory understanding of Spanish.
- Integrated Smartboard technology into classroom settings to engage students and diversify instruction.
- Managed classrooms and taught up to 36 students at a time
- Created and led after-school clubs.

2016-08 -
2017-08

Online English Teacher

VIPKID International, San Mateo, CA

- Administered assessments to evaluate student progress and give feedback.

**Bachelor of Arts:
Spanish Education /
TESOL**

Brigham Young University -
Rexburg, ID

Licenses

Nevada Teacher License

Spanish Endorsement
2014-2023

Interests

Coding

Space

Technology

Cultural Study

Music

2014-08 -
2017-08

Spanish Teacher

Somerset Academy - North Las Vegas Campus, North
Las Vegas, NV

- Implemented interactive learning media to increase student understanding of English.
- Instructed through lectures, discussions and demonstrations for three levels of Spanish, and World Culture classes.
- Designed and implemented an 8th grade health class curriculum following an abrupt schedule change.
- Created and led after-school student clubs.
- Worked one-on-one with struggling students to develop individualized lesson plans to increase results.



Missionary Work

Served Spanish Speaking Mission for The Church of
Jesus Christ of Latter Day Saints.

- Proselytized faith by door-to-door canvassing and teaching lessons.
- Supervised over team performance, and developed performance improvement plans.
- Monitored and documented expenses to manage finances.