

EDWARD PHILLIPS

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PROFESSIONAL SUMMARY

Customer-oriented individual with multiple years of experience focused on creating solutions to customers' problems. Adaptive and deadline-oriented with the capacity to execute and complete multiple projects in high-stress environments.

EDUCATION

Expected Graduation Date: Dec 2023

Bachelor of Science: Computer Science

Charleston Southern University | Charleston, SC

Related Coursework: Programming in Java, C++, RoR, Javascript, HTML, SQL, and Python, Data Structure, Object-Oriented Programming, Computer Architecture

SKILLS

- Budgeting
- Creative Problem Solving
- Collaboration
- Guest Services
- Financial Reporting
- Payroll Processing

WORK HISTORY

Jan 2022 – Current

Clubhouse Administrator

Yeamans Hall Club

Hanahan, SC

- Receive member complaints and provide solutions.
- Assist club members with dining, lodging, and other kinds of reservations. Assist with booking additional activities and maintaining their calendar events.

May 2018 – Jan 2022

Manager

Wyndham Hotels & Resorts

Charleston, SC

- Maintained well-controlled business inventory with minimal losses by enforcing solid monitoring and management structures.
- Translated staff and customer requirements into solutions.
- Kept accounts in balance and ran daily reports to verify totals.
- Processed payroll for all staff members on property including contract laborers.