EDWARD PHILLIPS

Emphillips07@icloud.com | (847) 977-8819 | Charleston, SC 29418

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

May 2018 – Jan 2022

**Manager**

Wyndham Hotels & Resorts­­­­­­­

Charleston, 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.
* 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.