

ELIZABETH A. PHILLIPS

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Education

Massachusetts Institute of Technology Candidate for Bachelor of Science in Bio-Chemical Engineering, June 2013.	Cambridge, MA	2009 - present
West Anchorage High School Valedictorian, Honor Graduate, May 2009.	Anchorage, AK	2005 – 2009

Work Experience

MIT Chemical Engineering Department <i>Student Technician</i> <ul style="list-style-type: none">- Facilitate lectures for graduate course 10.990: Introduction to Chemical Engineering Research	Cambridge, MA	2010 – present
MIT McCormick Hall Housing Facilities <i>Front Desk Staff</i> <ul style="list-style-type: none">- Maintain dorm security and residential desk services	Cambridge, MA	2010 – present
Marsh Creek, LLC <i>Engineer Intern</i> <ul style="list-style-type: none">- Performed budget analysis, scheduling management and project close-out of multiple energy and power systems related projects in remote locations around Alaska.- Organized and taught electrician apprentice training.- Developed Factory Acceptance Testing procedures for generator control panels while ensuring drawing to actual wiring consistency. Assisted in control panel programming.	Anchorage, AK	2009 – 2010

Research Experience

Langer Lab, MIT <ul style="list-style-type: none">- Assisted Dr. Ana Jaklenec on “Polymer Wrapped Carbon Nanotubes for Optical Biosensors and Ultrastrong Nanocomposites” research- Responsible for testing mechanical properties, characterizing chemical interactions between carbon nanotubes and polymers, and characterizing nanotube distribution inside films.	Cambridge, MA	2009
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Skills

Windows OS; Mac OS; Microsoft Office Suite; MatLab, HTML, PHP, C++, Java programming; Mathematica exposure; Spanish conversational fluency.

Leadership/Activities

Society of Women Engineers <i>MIT SWE Board Outreach Co-Chair 2010/2011</i> <ul style="list-style-type: none">- Organized and executed BeaverDash 2010 design competition for Boston area high school with \$4000 budget and staff of MIT student mentors.- Organized Exploring Majors Fair 2010 for Boston area high school students.- Currently organizing E-Week 2011 with Boston Children’s Museum for Boston area elementary school students.	2009 – present
Alpha Chi Omega Sorority <i>Vice President of Communications 2011</i> <ul style="list-style-type: none">- Maintain and update chapter website, coordinate communications between chapter and national headquarters, keep minutes for all board and chapter meetings. <i>Community Service Co-Chair 2010</i> <ul style="list-style-type: none">- Organized Boston Area Rape Crisis Center fundraising events, knitting service projects for local children and Haitian earthquake disaster victims, and other community service events <i>Parents Chair 2010</i> <ul style="list-style-type: none">- Published regular newsletters to families <i>Family Weekend Committee 2010</i> <ul style="list-style-type: none">- Organized and managed 2010 Family Weekend Events for parents and families	2009 – present
MIT Varsity Rifle Team	2009 – present
MIT Externship <ul style="list-style-type: none">- Shadowed Anthony Abner, MD in Mt Auburn Hospital Department of Radiation Oncology.	January 2011
Community Service Activities <ul style="list-style-type: none">- Volunteer for MIT SWE Brownie Girl Scout Day 2009, MIT SWE Engineering Week 2010, Boston Area Rape Crisis Center Walk 2010, Boston Marathon 2010, Making Strides Against Breast Cancer Walk 2010	2009 – present

Honors/Awards

US Presidential Scholar 2009. Alaska Society of Professional Engineers, Junior Engineer 2009. National Committee on US–China Relations, Student Leaders Exchange 2009.