

# MAXIMILLIAN V. PHILLIPS

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## EXPERIENCE

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### **BILL'S SHOPRITE, Daleville, PA**

*Frozen Foods Manager, June 2019 – August 2020*

- Developed layout of department during store remodel to maximize profit.
- Oversaw year-over-year growth in summer sales despite smaller customer base due to pandemic.
- Directed several department associates to improve efficiency, promote safety, and optimize sales.

### **WEIS MARKETS #190, Clarks Summit, PA**

*Seafood Clerk, April 2018 – June 2019*

- Managed fresh and frozen seafood inventory and placed orders daily.
- Prepared and cooked seafood for prepackaged meals to increase profit and reduce waste.
- Passed every random state code inspection for food service and sanitation.
- Received perfect scores for customer service in corporate secret shopper evaluations.

### **UNIVERSITY OF SCRANTON TECHNOLOGY SUPPORT CENTER, Scranton, PA**

*Student Consultant, September 2016 – December 2017*

- Provided technical support to students, faculty and staff via walk-ups, phone calls, and online tickets.
- Performed setup of A/V and computer systems for large-scale academic and corporate events.
- Conducted mass software update of university computers and phone system with IT department.

## EDUCATION

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### **UNIVERSITY OF PITTSBURGH, Pittsburgh, PA**

*Expected Graduation: May 2022*

Pursuing Bachelor of Science in Digital Narrative and Interactive Design, Minor in Computer Science

## SKILLS

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- Customer service and technical support
- Inventory management and sales analysis
- Project management
- Technical writing and UI/UX design
- Office software: Microsoft Word, Excel, PowerPoint, Access
- Creative software: Adobe Photoshop, Illustrator, Premiere Pro, InDesign, XD; Unity
- Programming languages: Python, Java, C, HTML/CSS, Jupyter
- Hardware: Arduino