Ian Sloat Phillips
(919) 923-1740 (cell)
iphillip@unca.edu

Pertinent Skills: Adobe Photoshop, Indesign; Microsoft Office; Open Office; Competence with Mac and PC operating systems

<u>**University of North Carolina at Asheville**</u>

08/2013-Present

Programming Assistant in The Ridges
Responsible for:
- Running Hall Council
- Advertising for Hall Council
- Creating a bulletin board every month on display in the lobby of West Ridge
- Assisting Resident Assistants (RAs) in their position
- Being trained and ready to become an RA in the event of and RA leaving the position
- Sitting desk duty; Checking OneCards as students enter the building at night and signing in guests

<u>**DSI Comedy Theatre**</u>

08/2009-08/2012

Staff/Usher
Worked two weekend nights every month.
Responsible for:
- Setting up the theatre
- Cleaning the theatre and the bathrooms before and after each show of a night
- Showing people to seats
- Assisting wherever help was needed
- Advertising during the North Carolina Comedy Arts Festival every February

<u>**Freelance**</u>

05/2013-Present

Web Designer
Have done a couple small web design projects:
- Redesigned a banner that was at too low of a resolution to be used effectively
- Designed and implemented professional-level drop-down menus using HTML & CSS
- Implemented a Javascript footer that displays contact information on every page

<u>**Education**</u>
1. University of North Carolina at Asheville (08/2012-Present)
2. East Chapel Hill High School (Class of 2012)