

Thomas Phillips

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317.671.0697

Education:

DePauw University

Greencastle, Indiana

Expected Graduation Year: May 2024

Major: Economics

Minor: Communications

Professional Experiences:

Family Business Legacies: 2019-2021

Office Assistant

- Responsible for managing all client files.
- Updating documents for review.
- Creating appointments with clients, running, and analyzing insurance reports for clients.
- Assisted in designing new client kits and the information that was included.
- Transferred all of agents data to a new data base. (Salesforce to A360)
- Created personalized documents for meetings with clients.

Indy Eleven: 2022

Sales Intern

- Participated in daily sales team meetings.
- Responsible for PowerPoints that detailed possible ticket packages for companies.
- Assisted in creating promotional nights.
- Designed a referral contest within the company to promote season ticket sales.
- Managed an excel document that kept track of new season ticket holders and prospect clients.

MacAllister Machinery: 2023

Data Analyst

- Worked in the Big Construction Product branch of the sales department.
- Saved the MacAllister machinery \$50,000 by adjusting 3000 data subscriptions.
- Increased sales department Contact Quality Index by 15%.
- Called over 500 customers to agree to CAT Data Governance Agreement.
- Updated 300 client contacts and confirmed their email, address, and account number.
- Presented a final project over the progress I made through summer to executive members.
- Took inventory of over 3,000 machines and accessories.

Penske Logistics: 2024-2025

Management Trainee

- Managed 90 drivers, aligning operations with customer goals and ensuring high performance.
- Enforced and simplified safety procedures, fostering a secure work environment.
- Resolved issues efficiently while ensuring compliance with company policies and customer needs.
- Monitored operations for compliance and implemented ways to accelerate processes.
- Optimized fleet utilization and productivity through effective planning.
- Developed a tool that prevents overpaying to third party vendors.