

BRENDA PHILLIPS

PROJECT MANAGER / PROGRAM DIRECTOR



ABOUT ME

I am a high-functioning professional who is versatile, reliable and efficient. I have had a proven track record of success, adding value to the companies and organizations I've worked for throughout my career. A few of my competencies include: interpersonal communication, team collaboration, critical thinking, problem-solving and servant leadership just to name a few. I am highly organized and take an analytical and systematic approach to my work, so I can focus my energy on execution and results.

My life's journey has allowed me to travel all over the world to places such as Africa, India and all throughout Latin America where I lived for 10+ years. This experience gives me a unique perspective and ability to connect with people from all walks of life.

WORK EXPERIENCE

Administrative Assistant - Special Populations

Arkansas Connections Academy | Bentonville, AR. | Nov 2020 - Present

- Management and maintenance of all special education files keeping in compliance with state and federal regulations.
- Assist Case Managers and families with special education documentation and providing support as needed.
- Ensuring all student data is continually updated in the state reporting system based on their reporting cycles.
- Network with schools throughout Arkansas to provide and obtain student records.


Project Manager

Simplify | Tulsa, OK | Mar 2018 - May 2020 • 2 yrs 3 mos

- Managed telecom and data connectivity projects from concept through fulfillment for multiple corporations including Lennar, McKesson and SCI Shared Resources.
- Served as a direct point of contact for stakeholders coordinating requests, construction projects, installation and setup, providing lifecycle support for all the aspects of multi-site projects.
- Organized and led weekly retrospective meetings with all stakeholders involved in each project.
- Responsible for the management of traditional voice and data circuits including maintaining multi-site inventory and account management.

CONTACT

 Bentonville, Arkansas

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EDUCATION & CREDENTIALS

Associate in Theology

Christ for the Nations Institute
Dallas, Texas | 2012 - 2013

 CAPM® Certification Training
Master of Project Academy
Issued: July 2020 | Cert ID: cert_t7pcyc3n

WORK EXPERIENCE | Cont.

Executive Assistant to Principal

Bixby Public Schools | Bixby, OK | Aug 2017 - Mar 2018 · 8 mo

- Provided administrative support driving organizational success by the management of daily operations and special projects.
- Managed calendars and scheduling, composing and coordinating communications and reporting.
- Handled the creating and processing of purchase orders as well as office budget.
- Actively managed student's files.

Executive Assistant to Managing Director

Victory | Tulsa, OK | Aug 2013 - Aug 2017 · 4 yrs 1 mo

- Provided administrative guidance to the Managing Director while overseeing various work study positions.
- Managed a network of over 200+ international NPO's, handling monthly communications and reporting.
- Processed financial support requests for 100 NPO's. Including monthly support and special project requests.
- Organized annual conference with 400+ attendees.

Program Director of Victory College - School of Missions

Victory | Tulsa, OK | Aug 2013 - Aug 2017 · 4 yrs 1 mo

- Developed a complete 2-year accredited Missions Training Program. Including curriculum and syllabi for multiple courses.
- Coordinated all instructors and guest lecturers as well as teaching weekly classes.
- Coordinated and organized all student outreaches and events for the Missions Training Program which included weekly community outreaches, international short-term trips and an annual team building trip.

MY ONLINE CV



www.linkedin.com/in/brendalphillips



www.brendalphillips.com

COMPETENCIES

- Project Management
- Customer Relationship Management
- Strategic Planning
- Agile Methodologies
- Team Collaboration
- Critical Thinking
- Problem-Solving

SOFT SKILLS

- Communication
- Servant Leadership
- Decision Making
- Time Management
- Self Motivation
- Conflict Resolution
- Agility & Adaptability

REFERENCES

Rod Baker

Director

Bridging Hunger

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Nicole Lindley

Administrative Assistant II

Arkansas Connections Academy

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Linda Ricks

Principal

Bixby Public Schools

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