

PHYLLIS N. MIPAST

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Insert Link

EDUCATION

Scottsdale Community College, Scottsdale AZ

Associate of Arts in Communication

May 2024

- Micro credential: Communication Campaigns
- Honors College, GPA: 3.7/4.0, Dean's List, Fall 2022, Fall 2023
- Relevant Courses: Business Communication, Multimedia Journalism, Applied Marketing

EXPERIENCE

Caliber, Administrative Assistant

2024 to present

- Support 3 executives through use of Google Calendars, Slack and Salesforce.
- Execute business processes using Microsoft Excel to manage data for receiving inventory.

Northstar Nursery Services, Landscaper

2023-2024

- Consulted with customers daily regarding location, installation and care of new purchases.
- Coordinated dates, time and accurate instructions to 4 teams responsible for delivery of over 100 items weekly.

Subway, Sandwich Artist

2017-2020

- Perfected the assembly of full menu of 30 sandwiches
- Operated point of sale system, monitored inventory and executed accurate cash handling

RELATED PROJECTS

Feed My Starving Children, Packing Volunteer

February 2022

- Collaborated with 10 other table volunteers to pack and seal over 140 food bags

Young Women Empowerment Conference, Event Lead

May 2017

- Created and executed a 2 day conference at Coronado High School with a team of 5 peers
- Educated 70 students on the meaning of women empowerment and facilitated a positive learning environment
- Increased the number of participants by 50% over the course of two days

SKILLS & AFFILIATIONS

Language: Fluent in Spanish

Technical Skills: Microsoft Excel, Word, Access and PowerPoint

Affiliations: Student Ambassador (August 2023-May 2024), Member of Women in Film & Theatre Club (August 2023-May 2024), Member of the Artie's Be Nice Club (August 2023-May 2024)