

Kelly Phillips

Six years experience in event management and administrative roles. Track record of coordinating and executing complex projects independently and via collaborative team work.
Creative self starter; imaginative marketer and networker.

VAMISC Inc.

Part time Website Designer and Social Media Marketing (May 2015 - Current)

Commissioned by founder to develop and design a usable, branded website which attracts traffic, and is aligned with company's mission.

International School of the Peninsula

Alumni & Event Director - Palo Alto (Jun 2014 - Jun 2015)

Enhanced networks and built relationships with large corporate donors and sponsors for school fund raising events; procured significant donations.

Designed, produced and edited all promotional video and marketing materials.

Implemented authentic brand experiences and led cross-functional programs using digital content, email announcements, social media and branded assets.

Consistently executed successful events raising \$200-500k per event.

The Box SF

Internship: Event & Venue Management- San Francisco (Mar 2013 - Jun 2013)

Worked closely with manager to develop and support positive media and stories about the venue space especially in relation to events.

Worked with clients such as Google, Sony and Trojan to create events which were executed to the highest standard and were aligned with company initiatives.

Independently met with clients and booked events at the venue.

Roche Pharmaceuticals - Global Headquarters

Event Coordinator Assistant - Basel, Switzerland (Jan 2011- Aug 2011)

Directly managed and assisted with all event logistics including budgeting, accounting, travel, accommodations, registration, equipment rentals and space planning.

Planned, organized and executed international corporate off-site event for 150 delegates in Heidelberg, Germany.

The Bell

Venue and Wedding planner Assistant - Stilton, England (2011; ad hoc events)

Assisted with the design, planning, and management of various special events and weddings in a popular and historic venue.

Personally managed a kitchen, waiting staff and a valet.

Helped organize over six successful weddings from ceremony to reception.

Arts University of Bournemouth, England, UK
(2011-2014)

Arts and Events Management



New School of Design -New York, New York
(2009-2010)
Fine Art Studies

Accounting -Administrative - All Adobe Suites - A/V equipment - Brand Management - Creative and Critical Thinking - Communication - Computer (PC/ MAC) - Collaboration - Customer Service - Dreamweaver - Flexibility - Hootsuite - HTML - IMovie - Keynote - MS Word - Marketing - Organization - Planning - Presentation - Problem Solving - Research - Sketch3 - Social Media - Time Management - Volunteers - Word Press - Whipple Hill - Website Building - Xcell - Xcode

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JOB EXPERIENCE



EDUCATION



SKILLS



GET IN TOUCH