

ShaQuita Y. Phillips
379 Tennessee Street
Coffeeville, MS. 38922
(662)-714-0989
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Summary:

Operations Management Team Leadership and Army Veteran leveraging 7 years of proven experience in leadership and management. Possess a comprehensive background in database user interface and query software, maintenance and repair. Managed a specific budget, equipment, assets, and program valued at \$50M while managing risk, safety, quality assurance, and compliance. Career supported by military training and certifications. Active Top Secret/Sensitive Compartmented Information (TS/SCI) Security Clearance.

EDUCATION:

Undergraduate Degree:

Bachelors of Exercise Science

University of Mississippi

May 2023

Oxford, Mississippi

Undergraduate Degree:

Associate of Arts (A.A)

Northwest CC Mississippi

August 2002-2004

Senatobia, Mississippi

Certifications:

Obtaining AWS Cloud Practitioner

December 2022

Obtaining JavaScript Specialist

February 2023

EMPLOYMENT HISTORY

ERA Solutions/WP Connects| Remote

Oct 31 2022 – Jan 20 2023

WordPress Developer – Intern

Trained in the understanding and proficiency of WordPress technologies. Delivery of scalable website development systems to end users. Daily tasks consisted of practicing design implementation, Agile and Scrum concepts, debugging, c-panel use, database setup, tools and techniques applicable to WordPress, GitHub use, search engine optimization, Jira and Kit applications, and team project building. Skilled and experienced in business communication and team building in professional environments.

- Hands-on learning with expert mentors during labs, prep, project wizard and naming, fundamentals, test work
- Information gathering; prioritize tasks, determine scope of the project, development, test and deployment, and project life cycle
- Analyze user requirements for manageable objectives and outcome
- Set up WordPress locally and remote connected to host servers
- Forward thinking; envision system features and functionality
- Develop and test WordPress Sites to ensure continuity
- Ensure a detailed design documentation
- Identify and resolve technical issues during the build, test, and management phases

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- Provide deep understanding and expert knowledge on WordPress suite applications
- Always learning to have extensive development knowledge and experience
- HTML, CSS, Knowledge of agile and waterfall
- WordPress: Elementor. UI/UX analysis and design according to the requirements of a client.
- Agile and waterfall development, Completed a 4-page WordPress website built from start to finish. Customer service.

US Army – Grafenwoehr, Germany

October 2019-2022

Senior Mechanic Operation

- Responsible for overseeing a team of 40+ personnel throughout daily duties
- Provided technical supervision to all surface maintenance activities and exercised operational and administrative control over combined support maintenance shops, maneuver area training equipment sites, and field maintenance shops.
- Operated with computers, and computer systems with security network, cloud-based data, and set up function, enter data, or process information.
- Monitored and reviewed information from materials, events, or environment, to detect or assess problems
- Maintained compliance with state, federal, and company policies; performed before, during, and after regular maintenance inspections of equipment and inventory

US Army – Fort Campbell, Kentucky

November 2015-2019

Wheeled Vehicle Mechanic

- Oversaw daily functions and reported progress, deficiencies, and goal-oriented suggestions directly to senior management.
- Accomplished measurable results by ensuring the highest standard of approval for inspections.
- Coordinated with upper management daily on management techniques, improving initiatives, and manpower resources concerning organizational realignment to maximize operational efficiency and exceed expectations of overall company performance
- Maintained wheeled diesel vehicles, associated trailers, and material handling equipment systems, resulting in zero loss or mishaps.

First National Bank of Texas

January 2010-2015

Branch Supervisor

- Trained a team of 15 personal banker tellers
- Provided exceptional customer service, involved receipt and payment of cash, while worked in a high volume, sales environment
- Established policies in accordance with the bank and Safety policies
- Accounted for the personal achievement of monthly new account production as assigned by upper managements.