

Mary C. Phillips

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PROFESSIONAL EXPERIENCE:

June 2008
to March 2009

Administrative Assistant III/Operations Coordinator

Easter Seals Florida Inc., Gulf Coast Regional Office, Fort Myers, FL

Assisted the Executive Director in creating and managing a positive workplace in cooperation with Easter Seals Florida, Inc. Headquarters (HQ).

- Provided administrative support to the Executive Director in all day-to-day operations of the region.
- Coordinated all Human Resource functions including processing new employees, maintaining personnel files, processing payroll and employee benefit enrollment, and maintained close communication with HQ Human Resources Department.
- Coordinated all office functions to ensure a safe and productive physical working environment including facility maintenance (with landlord and vendors), purchase of supplies and inventory control, and technology and communications needs/equipment.
- Responsible for Accounts Payable/Receivable duties including processing of purchase orders and invoices, custodian and reconciliation of petty cash, making bank deposits and maintained regular contact with Accounts Payable Specialist at HQ.
- Assisted with special projects as needed with regard to fundraising, marketing, public relations and clinical services.

August 2005
to October 2007

Front Office Administrator/Administrative Assistant

Land Solutions, Inc., Fort Myers, FL
Development Solutions, LLC, Fort Myers, FL

Responsible for the first line of telephone reception, front office management And providing supportive services for a staff of sixteen.

- Provided administrative support to team members.
- Greeted clients, business associates and investors to the office.
- Scheduled meetings and planned/hosted company events.
- Maintained company-wide data base of contacts.
- Purchased and maintained inventory system of office supplies.
- Managed outside vendors with regard to office equipment, cleaning, maintenance and repair services.
- Assisted with special marketing projects and Internet research.

April 2004
to June 2005

Administrative Assistant

Catholic Charities District Office, Fort Myers, FL

Provided administrative and clerical support to the District Director and other Program Directors within the organization.

- Assisted with the daily operations of the agency including answering phones, greeting clients, preparing reports and correspondence.
- Processed incoming clients and referred them to appropriate personnel for receiving social services.

- Maintained accurate information on non-profit organizations, community agencies, and services and initiated referrals to the same.
- Assisted with the planning of projects and special events, including the solicitation of sponsors for the District's annual fundraiser.
- Managed the office filing systems, prepared bank deposits and purchased office supplies and special need items.

August 2000
to March 2004

Marketing Coordinator

VIP Realty Group, Inc., Fort Myers, FL

Acted as an in-house liaison and assisted the off-site Marketing Manager with the internal implementation of the annual marketing and media plans.

- Coordinated placement of weekly newspaper ads and monthly, quarterly and annual recognition ads for affiliate offices.
- Assisted with the planning and implementation of all-company events including meetings, receptions, dinners and annual recognition.
- Wrote and distributed press releases to media for new staff additions and quarterly/annual top producers.
- Responsible for the sale and inventory control of marketing materials and assisted with development of new promotional products.
- Managed outside printers, suppliers and vendors to support company-wide quality control standards.

January 1995
to August 2000

Marketing Consultant

Self Employed, Cape Coral, FL

Contracted with clients to provide marketing expertise within their given budget and deadline.

- Managed the creation and production of flyers, brochures, newsletters and display ads.
- Developed sales letters and executed direct mail campaigns.
- Wrote and distributed press releases to the media.
- Planned and hosted a variety of company and special events.

October 1981
to December 1994

Marketing Manager/Owner Services Manager

Hilton Grand Vacations Company/Mariner Services Corporation, Fort Myers, FL

Key responsibilities included the production, implementation and tracking of in-house and off-site lead generation, direct mail campaigns, and media advertising.

- Planned company-wide quarterly/year-end sales meetings and special events.
- Served as corporate liaison to the major exchange networks and local Chambers of Commerce.
- Wrote and distributed corporate press releases to media.
- Selected and supervised creative firms to assist in variety of marketing and public relation functions.
- Responsible for the coordination and administration of owner directed programs developed as product enhancements for an owner base of 21,000.
- Interfaced with resort and sales management to promote marketing programs.

SKILLS:

Proficient in Microsoft Office: Word, Excel, Outlook; Microix Workflow Modules

EDUCATION:

University of Florida, BS Physical Education
Edison Community College, AA Degree