

# Skye Phillips

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## EDUCATION

### Spelman College – Atlanta, Georgia Health Science (Bachelor of Science)

Expected graduation: 2027

GPA: 3.6

- Honors: Alpha Lambda Delta-Honors Society, The National Society of Collegiate Scholars, National Associations for the Advancement of Colored People
- Relevant coursework: Intro to Health Science, Biology 115, Biology 120, Chem 111, Calculus, Spanish 102.

### Paulding County HS Academy of Science, Research, and Medicine - Atlanta, Georgia

Expected graduation: 2023

GPA: 4.0

- Honors: Student Government President, National Honors Society, Spanish National Honors Society, Health Occupation Student of America, Beta Club, Red Cross, Varsity Cheer Captain, Rebel Athletic Ambassador, Senior Homecoming Queen

## WORK EXPERIENCE

### Blue Skye Boutique Co - G.A. Registered– Atlanta, Georgia

January 2019 – Present

Owner

- Founded and grew Blue Skye Boutique by achieving a 40% increase in annual revenue, by implementing targeted marketing strategies and building a loyal customer base. Designed and curated a unique product line that attracted a diverse clientele, enhancing the boutique's reputation for quality and style. Managed daily operations, including inventory control and customer service, to ensure a seamless shopping experience. Established strong vendor relationships and negotiated favorable terms, optimizing profit margins and inventory turnover.

### Dr. David M. Clifford MD, FRACCP – Marietta, Georgia

February 2024 – May

2024

Certified Nursing Assistant

- Administered medications and performed routine checks to monitor patient health that enhanced patient scores, ensuring accurate documentation and timely communication with the healthcare team. Assisted in the development of individualized care plans, contributing to improved patient outcomes. Streamlined patient intake processes, reducing wait times by 20% through effective organization and prioritization.

### WellStar Hospitalist Group Medicine – Dallas, Georgia

January 2023 – May 2023

Certified Nursing Assistant

- Enhanced patient care by improving patient satisfaction scores, by delivering compassionate and attentive support during daily activities. Monitored vital signs and communicated patient needs effectively to the medical team. Assisted in creating a comfortable and safe environment for patients by adhering to strict hygiene and safety protocols. Contributed to efficient patient care by maintaining accurate and timely documentation of medical records.

### T.D. Phillips & Associates – Atlanta, Georgia

February 2019– August 2021

Business Intelligence Analyst

- Collaborated with senior executives to align leadership development initiatives with organizational goals, thereby strengthening the leadership pipeline.
- Customized leadership training materials to align with specific organizational needs and cultural values, fostering a tailored approach to leadership development.
- Conducted research and analysis to identify key leadership topics, including communication skills, decision-making, emotional intelligence, team collaboration, and problem-solving.

## LEADERSHIP/CLUB ACTIVITIES

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### **Health Careers Club – Atlanta, Georgia**

July 2023 – Present

- Collaborated with peers by organizing bi-monthly healthcare panels, increasing engagement, by coordinating with medical professionals across various specialties. Facilitated student development by leading workshops on medical school preparation, benefiting over 30 members through focused mentorship. Enhanced healthcare career awareness by managing outreach programs, reaching 100+ students through targeted social media campaigns. Strengthened leadership skills by serving on the executive board, streamlining club operations and improving event attendance.

### **Minority Associations of Pre-Medical Students – Atlanta, Georgia**

July 2023 – Present

- Led outreach initiatives by increasing student membership, by organizing engaging informational sessions and networking events. Coordinated with health professionals and faculty to provide valuable resources and mentorship. Developed and implemented a peer support system to enhance academic and professional development. Fostered a collaborative environment to promote diversity and inclusion in the medical field.

### **Girls Going Global – Atlanta, Georgia**

July 2023 – Present

- Enhanced global awareness and leadership skills by leading cultural exchange initiatives for young girls, impacting over 50 participants, by organizing workshops and educational programs that fostered cross-cultural understanding and personal growth.

### **The Braven Accelerator – Atlanta, Georgia**

July 2024 – December 2024

- Developed workforce skills such as leadership, operating and managing, communicating and networking, working in teams, and problem solving by completing a 14-week leadership and professional development course.
- Designed a career roadmap by engaging in a 7-step process that required self-assessment and reflection, as well as role investigation and evaluation to determine the steps required to achieve career goals.

## VOLUNTEER EXPERIENCE

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### **Salvation Army- Community Food Shelter – Atlanta, Georgia**

November 2023 – Present

- Contributed over 20 hours of dedicated service in the preparation and distribution of meals, impacting the lives of hundreds within the community.

### **Reflection of Trinity – Powder Springs, Georgia**

January 202 – Present

- Accumulated over 300 hours of dedicated volunteer service in the development and distribution of food baskets, orchestrating the delivery of essential resources to numerous families confronting food insecurity.

### **Cancer Patient Care package – Powder Springs, Georgia**

November 2019 – Present

- Facilitated the delivery of over 50 comprehensive care packages to cancer patients and their families, providing essential support and resources throughout the diagnosis, treatment, and recovery process

### **Tresor Women Warriors – The Gambia, Africa**

June 2024 – July 2024

- Accumulated over 100 hours of dedicated mentorship with The Tresor Women Warriors, providing guidance and support to women in various aspects of personal and professional development. Demonstrated commitment to empowering women through strategic mentoring and impactful engagement.

### **Dunbar Elementary – Atlanta, Georgia**

August 2019 – May 2023

- Accumulated over 20 hours of dedicated volunteer service, specializing in braiding and styling hair for young children. Demonstrated commitment to enhancing the self-esteem and grooming of youth through meticulous attention to detail and personalized care.

### **Warehouse of Hope – Douglasville, Georgia**

August 2019 – May 2023

- Accumulated over 100 hours of dedicated volunteer service, orchestrating the distribution of clothing and food baskets to hundreds of families experiencing food insecurity.

**Special Olympics** – *Paulding County, Georgia*

August 2019 – May 2023

- An esteemed international organization dedicated to transforming lives through the advancement of understanding, acceptance, and inclusion for individuals with and without intellectual disabilities. Engages in empowering children and adolescents by enhancing physical fitness, motor skills, self-confidence, and fostering a positive self-image.

**HONORS & AWARDS | SKILLS & INTERESTS | TECHNICAL SKILLS**

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**Honors & Awards:** Silver Medal Award for Spelman College Career Program

**Language:** English

**Technical skills:** Patient Care, Health Data Analyst, Microscope Office Suite, Emotional Intelligence, Event Coordination, File Management System