

# Kristy C. Phillips

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## **OBJECTIVE:**

To demonstrate dedication, education, hard work, legal experience, and marketing skills proficiently for Artesian Contracting

## **EDUCATION:**

Troy University, Troy, AL

1994

Bachelor of Science in Early Elementary Education

Completion of multiple Small Business Administration, Corps of Engineers, and General Service workshops

## **EMPLOYMENT:**

**Artesian Contracting Company, Inc., Albany, GA**

**March 2009-present**

Marketing Director

- Marketed company to commercial and government sectors for any current or future projects that are being solicited
- Coordinate project estimates and proposals
- Build relationships with other small businesses to enhance the services and products that can be promoted
- Market environmental friendly products
  - Renovations of Courthouse, GSA Project, Raleigh, NC, \$487,000
  - IDIQ Design Build Projects, \$3.5 Million annual estimation
  - Splash Pad & Kiddie Pool, Albany, GA, \$260,273
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**McClain Contracting Company, Inc, Andalusia, AL**

**July 2007- March 2009**

Marketing Director

- Marketed company to commercial and government sectors for any current or future projects that are being solicited
  - VA Roofing, Gulfport, MS, \$6 Million
  - Tuskegee VA Demolition and Reconstruction, Tuskegee, AL, \$5 Million

**Carter's Construction Services, Inc., Andalusia, AL**

**September 2004- July 2007**

Marketing Executive

- Marketed company to commercial and government sectors for any current or future projects that are being solicited
  - Blue Roof Contract with Corps of Engineers, Northwest, FL, \$14.7 Million
  - Corps of Engineers Maintenance JTF Warehouse, Homestead, FL \$800,000

Assistant Project Manager

- Completed database in excel from commencement of project
- Released daily ROE's to crew members
- Managed homeowner inquiries, complaints, and/or cancellations
- Reconciled database for the Corps of Engineers

**Wanda M. Rabren, Attorney at Law, Andalusia, AL**

**1994-1999**

Office Manager/Legal Secretary

- Managed all facets of law office including scheduling appointments, coordinating with clients, and accounting and payroll functions
- Managed client files and information pertaining to their case
- Made notes at all court session for Mrs. Rabren

**\*\*Excellent References available upon request**