

M. PAULA PHILLIPS
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EXPERIENCE

MILWAUKEE PUBLIC SCHOOLS **April 2017 – Present**

Elected School Board Director- Milwaukee, WI

- Led grassroots campaign for public school board director seat. Raised over \$18,000 and won with 62% of the vote.
- Collaborated with parents, students, educators and food advocates to draft a school nutrition Resolution 1718R-004. Gained co-sponsor and was fully adopted by the board.
- Appointed Chair of the Accountability, Finance and Personnel committee.
- Serves as guest speaker at various school and community events.

MEDICAL COLLEGE OF WISCONSIN **August 2016 – Present**

Program Manager, Center for the Advancement of Women in Science and Medicine- Milwaukee, WI

- Identify and implement policies, practices, and programs that will increase the number of women leaders at MCW
- Manages center's budget and team professional development
- Supports Council for Women's Advocacy as programming consultant
- Participant, interdepartmental #MeToo Taskforce

Women's Initiatives Coordinator- Milwaukee, WI

- Manages multiple women's initiatives on campus through creation, promotion, and facilitation of programming and workshops.
- Created recognition program for all women who have attained the rank of full professor.
- Developed glide path and strategic plan for new Women's Center on campus. Gained support and funding from the Provost.
- Relunched onboarding series for New Leaders on campus.

CITY YEAR **July 2011 – June 2014**

Special Projects Manager- Milwaukee, WI

- Led Government Relations efforts and relationship management for Milwaukee site. Increased engagement resulted in Senator Tammy Baldwin joining "Members of the National Service Congressional Caucus".
- Designed new management system for supply orders/distribution. Supervised Office Manager on further development and implementation of new system.
- Managed cross departmental team to plan and lead all staff retreats. Doubled number of retreats during the year and improved staff feedback/satisfaction.
- Collaborated with City Year Headquarters team and City Year Milwaukee Senior Leadership in implementation strategic growth plan for Milwaukee site. Worked with hiring managers to create better interviewing and onboarding processes.

Startup Operations Project Manager- Boston, MA

- Oversaw the operational needs for Startup preparatory activities for new City Year Sites.
- Managed a portfolio of cross-functional teams to ensure high quality completion of deliverables. Dept. teams included IT, HR, Government Relations and New Site Board.

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- Created a communication system for all departments to provide timely updates to meet deadlines.
- Utilized existing project management tools to define specific work plans and improve systems to launch startup team. Researched new markets to adjust project plan for long term success of City Year's startup year.

Special Projects Assistant-Milwaukee, WI

- Provided administrative support to City Year Milwaukee's Executive Director. Created system for time management and daily correspondence to increase productivity.
- Assisted with staff hiring through resume screening and interview process.
- Organized quarterly board meetings while maintaining consistent communication with City Year Milwaukee Board.
- Served as site liaison for Alumni Board. Increased alumni reach through data management and creating calendar for alumni communication.

AMERICORPS SERVICE MEMBER

September 2009 – June 2011

Refugee Services Coordinator- Milwaukee, WI

- Organized and hosted five Healthy Living Workshops for new arrived refugees. Increased attendance through coordinating services with bus pass pick up.
- Created and developed Refugee Resettlement Volunteer Program that addressed case management needs, volunteer onboarding, and volunteer retention.
- Completed various office work such as compiling databases, filing, and tasks as needed.

Civic Engagement Corps Member- Chicago, IL

- Coordinated and managed service projects in 13 different locations for Global Youth Service Day while organizing and providing training for service project facilitators.
- Expanded City Year Chicago's service partner network through three new partnerships.
- Participated in City Year's Visitor Program providing testimonials and Q&A sessions with community leaders and executive directors from the profit and nonprofit sector.

EDUCATION

University of Wisconsin- Madison	2015 – 2016
B.A.Sc. Agricultural & Applied Economics, Global Health Certificate	
Milwaukee Area Technical College	2011 – 2014
Associates in Arts	
Global University: Berean School of the Bible	2005 – 2008
Credentialed Minister	

PERSONAL INTERESTS

Barre Style Fitness- Certified Barre Code and HIIT Instructor.

Women's Leadership- Participated as UW- Madison's Lean In Circle. Completed Emerge Wisconsin candidate training.

Humanitarian Aid Work- Served on and led 6 aid trips domestically and abroad. Trips included Hurricane Katrina relief work, building water filtration systems in Port-au-Prince, Haiti, and providing over 800lbs of food distribution in mountain regions of Guatemala.