

PHILLIP J. MIDDLETON

"What counts in life is not the mere fact that we have lived; it is what difference we have made to the lives of others that will determine the significance of the life we lead." ~Nelson Mandela

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EXECUTIVE SUMMARY

Ambitious recent college graduate with a bachelor's degree in International Business seeking opportunities within the federal government. Adaptable and driven with strong work ethic and ability to thrive in team-based or as individual contributor.

EDUCATION

Mercer University - Macon, GA • Bachelor of Business Administration; May 2022, BBA (3.03 GPA)
Concentration: International Business, Minor - Japanese, Pre-Law

Riverside Military Academy - Gainesville, GA • High School Diploma; May 2017 (3.8 GPA)

PROFESSIONAL EXPERIENCE

Omega Psi Phi Fraternity Inc. Global Headquarters • Student Intern • Decatur, GA • Summer 2021

Social Media Strategist focused on Brand and Media development for organizational global outreach.

Successfully managed digital marketing strategy and social media platforms.

- Worked directly with the Brand & Media Director to develop a social media strategy and content calendar.
- Organized and edited digital assets for use on social platforms.
- Developed and managed uploads of all social media posts.
- Tracked social media engagement to identify high-performing posts and analyzed how to enhance website optimization.
- Hosted workshops with Marketing leadership and end users to brainstorm and develop new strategies to increase social media engagement and curate more "end user-centric" content.
- Assisted in the creation of off and online campaigns and promotions.

DeKalb County Board of Commissioners • Student Intern • Decatur, GA • Summer 2018, 2019 & 2020

Intern focused on managing community correspondence, social media posts, constituent relations.

- Built and strengthened partnerships with multiple local politicians to enable effective communications and support of the commissioner's initiatives.
- Drafted and designed content for social media platforms, including Website, Instagram and Twitter.
- Developed and presented landmark county proposal for amendment to county drug laws
- Managed departmental correspondence including the answering phone calls and responding to departmental emails.
- Supported constituent relations by organizing public meetings, community events and establishing a robust feedback system via social media platforms.

Johnson Hopewell Coleman Law Firm • Student Intern • Decatur, GA • Summer 2017

Legal Intern focused on managing client relations, correspondence, and legal staff support.

- Managed incoming and outgoing correspondence, including mail, e-mail, faxes of memos.
- Managed client case work and documents for firm attorneys
- Assisted paralegals and firm partners with preparation for court appearances including handling legal document scanning and composition.
- Served as team lead and supervised fellow interns

BJM Financial Planning Services • Administrative Assistant • College Park, GA • Summer 2016

Office Coordinator focused on managing client relations, correspondence, staff support and company website.

- Managed incoming and outgoing correspondence, including mail, e-mail, faxes of memos.
- Developed and distributed client newsletters, email updates and other forms of communication to keep clients informed on financial planning tips, financial markets news and new financial products.
- Organized personal and professional calendars to streamline office communications, scheduling and initiatives
- Supported tax team by scanning client documents, bookkeeping, preparing financial statements and completing initial client tax files
- Triaged various client issues by coordinating with financial managers, consultants and financial brokers and insurance companies

AREAS OF EXPERTISE

- International Business & Affairs
- Legal Office Management & Support
- Social Media Strategy
- Constituent Relations & Community Outreach
- Japanese Language (Intermediate)

SYSTEMS KNOWLEDGE

- Microsoft Office Suite: Excel, PowerPoint, Project, Word, Access, Teams, SharePoint
- Adobe Acrobat, Adobe (CSE) Website Design Program

LEADERSHIP

- President FY 2021, Gamma Zeta Chapter of Omega Psi Phi
- Chairman, National Association for the Advancement of Colored People- Mercer University Chapter
- Chairman, Organization of Black Students- Mercer Chapter
- Eagle Scout, Boys Scout of America
- Member, Might Men of Zion Hill Baptist Church

AWARDS

- 2021, Georgia State Omega Psi Phi Inc. Tag Scholarship Recipient
- 2021, Omega Psi Phi Inc Undergraduate Man of The Year 2019-2020 Award Recipient
- Alonzo Bennet Scholarship Recipient
- Stanford University Junior Statesman of America (2017)
- Boys Scout of America Eagle Scout Award (2016)