

MORGAN PHILLIPS  
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**SUMMARY** Developed leadership, time management, negotiation, and conflict Resolution skills through involvement as a Head Start Policy Council member

**EXPERIENCE** A Better Way Head Start Program  
**Classroom Assistant**, September 2008 to present  
Assisted teachers with classroom activities for 18 four year olds

- Maintained parent list of volunteers
- Conducted parent trainings
- Assisted with classroom literacy activities
- Conducted daily environmental inspections of playground

A Better Way Head Start Program  
**Policy Council Chairperson**, September 2007 to August 2008

- Analyzed financial reports and federal grant applications
- Reviewed written service area plans
- Participate in job interviews for prospective employees
- Evaluated and assessed the Head Start program overall
- Motivated community members to volunteer; increased community volunteerism by 35%
- Presided as the Chairperson of the Policy Council
- Represented the Policy Council at the state association meeting, and other out of state conferences

**EDUCATION** Anywhere Community College, Anywhere, New York  
Working on an Associates Degree in Education

County High School, Anywhere, New York  
High School Diploma, May 2000

**SPECIAL SKILLS** Fluent in Spanish; Fluent in American Sign Language  
Knowledge of Word, WordPerfect, Excel and other applications

**REFERENCES** References furnished upon request