



## SKILLS

- Office/Staff Management
- Inventory auditing
- Correspondence management
- Report Reconciliation
- Process Optimization
- Strategic planning
- Sorting and labeling
- Scheduling
- Records management
- Project Management
- Performance improvement

## CONTACT

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912-980-1919

WEBSITE:  
[Imdb.me/debraphillips](https://www.imdb.me/debraphillips)

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[Debra.phillips26@gmail.com](mailto:Debra.phillips26@gmail.com)

## HOBBIES

Acting  
Physical Fitness  
Traveling

# DEBRA PHILLIPS

P.A./Wardrobe/Location

## WORK EXPERIENCE

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**Actress (Principal).** 08/2015 to Present  
SAG AFTA

**Social Development Manager,** 01/2022 to 07/2023  
MTC Jobcorp – Brunswick Georgia

**Director of Training and Development,** 02/2008 to 06/2012  
Phillips Consulting and Services, LLC – Hinesville, GA

**Associate Instructor/Test Proctor,** 09/2003 to 10/2010  
Savannah Technical College – Savannah, Georgia

**Site Coordinator,** 04/2004 to 10/2005  
Analytical Services, Inc- Fort Stewart, Georgia

**Educator,** 07/1993 to 07/2004  
Liberty County Boards of Education – Hinesville, Georgia

**Supply,** 01/1996 to 12/1997  
GaANG – Fort Stewart, Georgia

## EDUCATION

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**Production Assistant Training 2023**  
**Savannah Film Commission**

**MA:** Adult Education, 2003  
**Armstrong Atlantic State University** - Savannah

**Bachelor's Degree:** Human Resources Administration, 1999  
**Saint Leo University**