

# ANNE ELIZABETH PHILLIPS

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## *PROFESSIONAL BACKGROUND*

### **2005 – Present**

#### **Contracted Legal Consultant**

*Law Offices of Waymon Sims & Associates, PC*  
*Law Offices of Kamau K. Mason & Associates*

Responsible reviewing, preparing and developing any and all Court documents that are contractual in nature (including all *Family Law* matters such as Divorce, Wills, Trusts/Estates, Guardianships, Adoptions, as well as all Commercial and Construction contracts).

### **2003-2005**

#### **Administrator**

*Professional Elegance Finishing Institute, Inc. / Atlanta – A United Way Agency*

As Administrator, planned and developed the schools summer camp and after-school programs for the non-profit division of the Institute. Planned curriculum, taught modeling classes, and scheduled the teen models for modeling appearances for the Institute's private, for-profit division.

### **2000-2003**

#### **Contracted Grants Writer/Reviewer**

Due to my having had Secret Security clearance while in the military, I was contracted by a private think-tank organization to write and review briefs, white papers and grant applications, all of which, required a non-disclosure agreement.

### **1986-2000**

#### **President /CEO**

*Philippos, Inc. / Atlanta – A Political Public Relations and Events Management Company*

Owner, Chief Executive Officer responsible for overall operations of the business. Successfully negotiated and was awarded numerous political PR and Events Management contracts, including the 1988 Democratic Convention in Atlanta, a joint venture between Dominique Wilkins and Atlanta Entertainment to acquire nightclub that would be named for the basketball star, as well as Atlanta business acquisitions for out-of-state clients.

### **1987-1989 (Part-time)**

#### **Lead English Instructor**

*Atlanta College of Medical and Dental Careers*

Taught business English courses, Typing I and II and College Orientation courses. Restructured the English Curriculum to standardize the business English format used by all instructors to meet federal accreditation requirements.

### **1983-1986**

#### **Public Relations and Health Education Coordinator**

*Southside Health, Inc. / Atlanta*

Responsible for all Public Relations materials, press releases, event planning, etc. Developed ongoing continuing medical education programs for clinic's 200-plus medical and administrative personnel. Planned and coordinated seminars and training sessions to meet federal, state and local government requirements for health education for patients, physicians and allied health care personnel.

**PROFESSIONAL BACKGROUND**, continued

**1973-1983**

**Purchasing Director**

*Atlanta Southside Comprehensive Health Center (later became Southside Health, Inc.)*

Negotiated the purchasing contracts on all materials and supplies used by the Clinic's 25 departments. Directly supervised purchasing and central supply personnel, and indirectly supervised maintenance and housekeeping personnel. Prepared and maintained purchasing budgets for all departments and was the Clinic's first Purchasing Director cited by the Department of Health, Education and Welfare for never incurring any record-keeping and budget discrepancies during any federal/state/local government audits.

**EDUCATION**

**CLARK ATLANTA UNIVERSITY**, Atlanta, GA

Bachelor of Arts, *Business Administration*, June, 1970

Major: Business Administration Minor: Business Management

**Graduate and Other Courses:**

Department of Defense Equal Opportunity Management Institute, Patrick Air Force Base (*Race Relations/Equal Opportunity Course*) 1982-1983

Atlanta University (*Personnel Management*) 1970

Atlanta Board of Education (*Personnel Supervision*) 1986

University of Santa Clara (CE Course: *Practical Hospital Law*) 1980

**ORGANIZATIONS & CIVIC ACTIVITIES**

**Chairperson**, NPU-Z/Atlanta -2012 to Present

**Finance Secretary** – Atlanta Planning Advisory Board – 2015 to Present

**President** – Stonewall Heritage Community Association (Leila Valley/Rebel Forrest Communities)

**Board Member** – Thomasville Heights Community Development Corporation/Atlanta since 2009

**Project Committee Member** – Crawford Long Middle School Renovation/Construction (Atlanta Board of Education) – 2014 to Present

**Member** – Art Selection Panel – Oak Hill Child, Adolescent and Family Center/Atlanta (Fulton County Arts Council) -2012

**Committee Member** – South Moreland Avenue LCI Study; Jonesboro Road LCI Study; NPU-Z (CDP) Study

**MILITARY EXPERIENCE**

**Georgia Army National Guard/State Headquarters**

Intelligence – 1978 -1981

Race Relations/Equal Opportunity NCO 1981-1984

Security Clearance: Yes

Rank: Staff Sergeant