

WADE L. PHILLIPS

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TECHNICAL SKILLS & CERTIFICATIONS

- PHP, Laravel, SQL (MySQL), HTML, CSS, JS, jQuery, Bootstrap, Python, Java
- Database Design, Object Oriented Programming
- CompTia A+ 1/2015
- CompTia Network+ 6/2015
- CompTia Security+ 2/2016
- CompTia Project+ 6/2016

EDUCATION

- Bachelor of Science in Information Technology: Software Development** Graduation Date: December 2017
Western Governors University | Salt Lake City, UT
- Master Science Oriental Medicine: Acupuncture and Traditional Oriental Medicine** 2005
Southwest Acupuncture College | Boulder, CO
- Sociology - University of Colorado** 2002

TECHNICAL WORK HISTORY

- Independent Contractor** | Billings, MT 8/2011 - Present
- Provide full stack website maintenance, building, development, and technical support for clients and end users.
- Primary Clients**
- People's Organization of Community Acupuncture* | Portland, OR 11/2011 – Present
- Maintenance of existing website and development of new website functionality. Identification and resolution of technical issues and ongoing problems.
 - Conceptualized and implemented an online continuing education program, e-commerce solution, and video streaming service for co-op members.
 - Manage ongoing redevelopment of website and content management.
 - Work remotely and communicate with co-op members, staff, and departments; evaluate their needs, and find/create solutions via the website.
- Working Class Acupuncture* | Portland, OR 1/2012 – Present
- Maintain legacy website and appointment scheduling web application for three clinics.
 - Develop new features for legacy scheduling software.
 - Performed clinic software evaluation, implementation, and training.
 - Maintenance and technical support of all electronic devices in three clinics and for end users of the website.
- POCA Technical Institute* | Portland, OR 8/2012 – Present
- Designed and rebuilt websites for school. *pocatech.org* and *liberationacupuncture.org*
 - Provide ongoing maintenance of the school's website.
 - Initiated a fundraising campaign that has raised over \$100,000 since its inception.
 - Ongoing work with educational aids for the school and continuing education.

ADDITIONAL WORK HISTORY

- Acupuncturist, Clinic Manager** – *Working Class Acupuncture* | Portland, OR 8/2011 – 8/2013
- Operated one clinic and staff in a busy multi-clinic group.
 - Managed hiring, scheduling, training, inventory, weekly deposits, maintenance, and performing acupuncture.
- Owner/Acupuncturist** – *Qi Well: A Community Acupuncture Clinic & Private Practice* | Bozeman, MT 9/2006-12/2010
- Founded and opened a community acupuncture clinic.
 - Built a client base and interacted within the community to promote the clinic and community acupuncture.
 - Developed social media presence and built website as the cornerstone of a marketing strategy.

Front End Manager/ Wine, Beer, and Liquor Director/ Server/ Bartender

3/2007 – 1/2011

Gallitan River Lodge | Bozeman, MT

- Developed lasting relationships with guests at destination fly fishing lodge.
- Maintained restaurant POS systems. General maintenance of other restaurant and hotel technical systems, including credit card systems, Direct TV, and wireless Internet access.
- Managed staff, maintained inventory, developed successful beer and wine programs.

VOLUNTEER EXPERIENCE

Co-Manager - Publications and Content - *People's Organization of Community Acupuncture Cooperative*

1/2012 – Present

- Serve as active member of the management committee for this multi-stakeholder cooperative.
- Collectively manage day-to-day co-op operations, oversee the office staff, and set policies for the co-op.
- Organize volunteers and initiate projects for the Publications and Content Distribution Department.