

Chris Phillips

Chicago • 773-512-7234 • coolcatschris@gmail.com

Administrative & Communications Coordinator

Communications and operations professional with 15+ years of experience supporting community programs, live events, arts initiatives, and media production across nonprofit, freelance, and corporate environments. Skilled in team coordination, outreach, event logistics, and multimedia communications that strengthen audience engagement and public visibility. Experience includes media production, marketing support, visual storytelling, and administrative operations for arts organizations, community associations, and live events. Proficient in Adobe Creative Suite, remote collaboration, production workflows, and cross-functional coordination, with a strong reputation for adaptability, reliability, and follow-through.

AWARDS & GRANTS

Artist Development Grant 2023

Illinois Art Agency Council

Project Grant for Short Film 2023

Awesome Foundation

WORK EXPERIENCE

Hairpin Art Center

Chicago • 09/2025 - 11/2025

Hairpin Art Center is a 501(c)(3) nonprofit organization Art Center in Logan Square.

Director of Visual Arts

Managed the Visual Arts Branch, coordinating the program's structure, events, marketing, and outreach. Execute Artist's proposals and new initiatives such as grants and business partnerships.

www.Coolcats.shop

06/2010 - Present

Media & Marketing Planner • Freelancer

- Create media kits that include; long-form videos, social media posts, reels, website gifs, event recaps, and more.
- Work with small businesses and brands, including; musicians, brick and mortar stores, online shops, and personal clients.

Mount Greenwood Community & Business Association

Chicago • 10/2024 - 10/2024

Media Coordinator • Freelancer

- Coordinate media team to produce promotional videos.

Union League Club of Chicago

Chicago • 06/2023 - 10/2023

In-house A/V Technician

- Consistently setup and operate Audio/Visual systems integral to Live events and corporate meetings. Help with last minute changes or technical emergencies.

Audio Visual One, LLC
Freelance A/V Tech

Chicago • 06/2022 – 02/2024

- Successfully operate audio/visual equipment and programs including; projectors, microphones, cameras, computers, PowerPoint and zoom, for large scale events and corporate meetings.
- Setup, test, breakdown, store, and log equipment.

LapBanLdA
Media & Marketing Coordinator

Los Angeles • 01/2020 – 03/2020

- Oversee digital marketing strategies including; seo, lead generation, and digital ads.

Advantage Solutions
Brand Ambassador

Los Angeles • 01/2017 – 12/2020

- Engage with customers in a positive manner to promote products.
- Maintain positive relationships with store owners, vendors, and the staff of multiple stores.

RedBull
Brand Ambassador

Los Angeles • 01/2019 – 08/2019

- Engage with customers in a positive manner to promote products.

EDUCATION

Bachelors of Arts in Film & New Media

The School of the Art Institute

Chicago • 09/2011 – 06/2013

Associate Degree in General Science

Wilbur Wright College

Chicago • 09/2008 – 06/2011

SKILLS

A/V Skills

- Audio/Visual Systems
- Event Production
- Live Monitoring
- Troubleshooting

Media Skills

- Video Production
- Post/Pre Production
- Equipment Maintenance
- Team Coordination

Programs

- Adobe Suite
- Microsoft Office
- Quickbooks
- Slack

LINKS

Portfolio

www.coolcats.shop/media/

LinkedIn

www.linkedin.com/in/coolcatschris/