

TIFFANY L. GREEN

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Education **San Francisco State University**

Master of Public Administration (Expected Graduation Summer, 2008)

Pitzer College, Claremont, CA

Bachelor of Arts, Political Studies (May, 2003)

Boston University, London, England

External Studies, (Fall Semester 2002)

Experience **Administrative Services Coordinator**

Federal Aviation Administration San Francisco, CA (June 2007- Present)

- Assist Supervisor of Technical Operations at the San Francisco FAA System Support Center
- Duties include but are not limited to: tracking field office budgets, monitoring compliance to current FAA spending guidance, maintaining of employee personnel files, reviewing and submitting bi-monthly payroll, tracking vehicle fleet and technical equipment maintenance and repairs, performing oversight inventory control of safety and airfield supplies.

Administrative Assistant (Temporary)

Office Team (Robert Half International) San Francisco, CA (October 2004-August 2006; January 2007-June 2008)

- Performed administrative duties with various companies throughout San Francisco.
- Completed administrative tasks including but not limited to: project management, coordination of meetings, events and workshops, organization of office files and records, data entry, analysis and general reception.

Project Assistant

Draeger Construction, San Francisco, CA (August 2006 –January 2007)

- Assisted management with project related tasks including the completion of timecards, creation of construction notices, task-lists, product submittals work in progress reports and special projects
- Completed administrative tasks including but not limited to: the ordering office supplies, office equipment maintenance, office organization, faxing, copying, customer service, and special projects

Health Policy Fellow

The Greenlining Institute, Berkeley, CA (September 2003- September 2004)

- Managed a \$20 million capital projects program for community health organizations
- Researched diversity trends within the health professions and in institutions specializing in health education in California
- Developed relationships with key legislators, private lenders, and community leaders to foster state policy change and economic development in low-income and communities of color

Criminal Law Intern

T.V Edwards, London, England (October 2002-December 2002)

- Worked as a Legal Clerk: met with clients, prepared client files and assisted lawyers and clients during trials.
- Created a program binder describing T.V. Edward's history, staffing, and operations fulfilling external studies academic requirement; earned A mark
- Recognized by T.V. Edwards staff for outstanding completion of assigned tasks

Skills

Public Speaking • Legislative and Social Policy Research • Computer Skills; Access, Power Point, Excel, Word and Outlook • Grant Writing • Project Management •

Activities

Song Ministry/Choir (San Francisco Church of Christ) • Jazz Quartet