

TIFFANY WELLS

ACADEMIC ADVISOR

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ABOUT ME

Creative and detail-oriented with a background in advising, writing, and research. I produce clear, engaging, and informative content for audiences. I've managed multiple responsibilities in fast-paced environments and collaborated with cross-functional teams.

RELEVANT PROFESSIONAL EXPERIENCE

Academic Advisor - Clayton State University Jun 2022 - Present

- Assists a population of over 300 students from varying majors like computer science, IT, and film.
- Meet with students to discuss aspects of their academic programs and ensure students are progressing towards graduation.
- Respond to administration and faculty requests for assistance.
- Coordinate student events to ensure student.
- Participated in student conduct hearings.

Writing Tutor - Georgia Southern University Aug 2021 - May 2022

- Provided personalized guidance for students to strengthen their writing.
- Facilitated conflict resolution, creating a supportive and inclusive learning environment.
- Demonstrated strong communication skills by effectively conveying feedback and instructions.

Peer Mentor - Georgia Southern University Jan 2021 - Dec 2021

- Provided guidance and support to freshmen and sophomores, facilitating their transition to college life and ensuring access to necessary resources.
- Engaged in training sessions focused on effective mentoring techniques.

EDUCATION

Master of Arts in Professional Writing Aug 2023 - May 2026

Kennesaw State University

- Courses in Writing for the Web, Grant and Proposal Writing, Poetry, Screenwriting, and Creative Non-Fiction.

Bachelor of Arts in Writing and Linguistics Aug 2018 - May 2022

Georgia Southern University

- Honors College Student

SKILLS

Banner	Element451	Research
Degreeworks	Extender	Communication
Microsoft Office	Canva	HTML

ADDITIONAL INFORMATION

- Screenplay selected for 2026 Women's Comedy Film Festival
- Published poetry
- KCACTF Region IV 2022 Honors for Excellence in Playwriting, Short Form
- Nominated for the AWP Intro to Journal Awards