

Tiffany Wells

iamtiffwells@gmail.com · [portfolio](#)

Creative, highly motivated, and detail-oriented with background is in writing, editing, and research. I excel at producing clear, engaging, and informative content tailored to diverse audiences. I have managed multiple responsibilities in fast-paced environments. My ability to collaborate effectively with cross-functional teams, my amazing creative thinking skills that solve problems, and my ability to create breakthrough solutions make me well-suited for any team.

KEY COMPETENCIES

Computer Skills	Organizational Skills	Banner
Writing Skills	Critical thinking skills	Degreeeworks
Prompt Engineering Skills	Excellent communication skills	

PROFESSIONAL EXPERIENCE

Academic Advisor

Clayton State University

June 2022 - Present

- Assisted 300+ students in creating class schedules, connecting them with resources, and ensuring alignment with their aspirations
- Demonstrated comprehensive knowledge of 18+ majors
- Facilitated effective communication with students

Writing Tutor

Georgia Southern University

Aug 2021 - May 2022

- Provided personalized guidance to students, assisting them in improving their writing skills
- Facilitated conflict resolution among students, 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

Student Assistant/Supervisor

Georgia Southern University

Aug 2018 - Dec 2021

- Provided exceptional customer service in catering and a coffee shop, creating a positive experience for clients
- Successfully progressed to a supervisor position, effectively leading and managing a team and financial transactions
- Demonstrated commitment to customer satisfaction by consistently delivering high-quality products and maintaining knowledge of recipes

EDUCATION

Bachelor of Arts Georgia Southern University Major: Writing and Linguistics May 2022 3.81 GPA	Master of Arts Kennesaw State University Major: Professional Writing May 2026 4.0 GPA
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