



TIFFANY GREEN

CHIEF OF STAFF / HR ADMINISTRATOR /
OPERATIONS & PROJECT MANAGER

Profile

Driven and results-focused leader with strong interpersonal and organizational skills necessary to manage multiple projects and work with diverse stakeholders. Proven success in creating and optimizing processes and identifying areas crucial for organizational growth. Collaborative communicator continually focused on building relationships and promoting synergy across business lines to enhance organizational efficiency.

EXPERIENCE

FREELANCER | INDEPENDENT CONTRACTOR

Upwork | 2020 - Present

- Partner with executive administration to fully understand and execute the organization's strategic objectives
- Define, design, and develop processes including creating SOPs ensuring regulatory compliance and continuous improvement
- Analyze, automate, and streamline systems, processes, and workflows
- Human resources, benefits, and payroll administration
- Create a fully empowered workforce by setting, communicating, and upholding the highest of expectations
- Develop, deliver, and facilitate training programs
- Create and sustain a culture of engagement, high performance, and satisfaction

EXECUTIVE ADMINISTRATIVE ASSISTANT

Rock Prairie Behavioral Health | 2019 - 2020

- Manage daily administrative operations and well as special projects
- Compile, analyze, and manage data to produce reports on a regular basis
- Create and maintain medical staff credentialing ensuring regulatory compliance
- Coordinate licensure and accreditation survey readiness
- Human resources administration

SENIOR ADMINISTRATIVE COORDINATOR

Texas A&M University | 2008-2019

- Oversee administrative and operational functions of a tier-one public research facility utilizing a multi-million dollar budget
- Form, supervise, and lead a support team of staff and students to provide direct support to multiple high-level campus administrators
- Manage daily operations of college-level faculty and graduate programs comprised of 12 individual departments
- Direct process changes and improvement for graduate curriculum, university catalogs, budget allocations, as well as tuition and fee payments
- Design and administer research programs for faculty and graduate students
- Human resources administration including recruiting, training, and development
- Coordinate faculty and graduate students awards, faculty development leave, and awards including prestigious Presidential Professor for Teaching Excellence Awards
- Conference and event planning for 10-1000 participants



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EDUCATION

BACHELOR OF SCIENCE:

ORGANIZATIONAL LEADERSHIP

Texas A&M University - Commerce | 2020

ASSOCIATE OF ARTS:

LIBERAL ARTS

Blinn College | 2018

EXPERTISE

- Administrative Operations
- Leadership & Development
- HR & Payroll Administration
- Performance Optimization
- Process Development & Improvement
- Operations, Project & Logistics Management
- Relationship Building
- Risk Management
- Training & Development
- Globalization
- Fully Remote Workforce
- Scaling Startups

INDUSTRY EXPERIENCE

- eCommerce
- SaaS
- Market Research
- Higher Education
- Healthcare
- Information Technology
- Legal