

Shaker Heights City School District Online Application

Preston, Tiffany - AppNo: 21097

Date Submitted: 4/20/2014

Experience Continued

Responsibilities/ Accomplishments at this Position continued...

- and cooperating with others.
- Fielding incoming correspondence (i.e. emails, faxes, phone calls, and letters).
- Managing all outgoing electronic communication on behalf of the President's Office.
- Maintaining contact lists for trustees, staff, students, donors and faculty.
- Corresponding with staff, students, faculty, trustees and external executives on behalf of the executive management regarding a variety of topics.
- Preparing reports by collecting and analyzing information as well as preparing correspondence, spreadsheets, Board minutes, Committee minutes and other executive level documents.
- Tracking departmental expenditures and processing invoices related to the department.
- Representing the President's Office at both internal and external functions.
- Assisting other departments with the logistical coordination of special events.

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Law Offices of Melanie Miguel-Courtad Legal Assistant		614 W Superior Avenue Cleveland, OH 44113 216-621-2030		Melanie Miguel-Courtad [REDACTED] [REDACTED]	
Date From - Date To:	10/2009 - 09/2010	Full or Part Time:	Full	Last Annual Salary:	[REDACTED]
Reason for Leaving:	Found employment that offered benefits and higher salary				
Responsibilities/ Accomplishments at this Position	<ul style="list-style-type: none"> -Provided litigation and secretarial support to sole practitioner specializing in Workers' Compensation, Personal Injury and Employment and Labor Law. -Responsible for general administrative support (e.g. processing mail, faxing, filing, copying, dictation and answering phones). -Scheduled meetings and appointments with clients, interviewed new clients, assisted clients with answering discovery, and notified clients of depositions and court dates requiring their attendance. -Prepared legal documents. -Assisted with the preparation of discovery requests and responses, pretrial statements, settlement documents, notices of service, voluntary dismissals, trial notebooks, exhibits, and motions. -Filed claim documents with the Bureau of Workers' Compensation, requested interpreters for exams and hearings, and notified clients of Workers' Compensation hearings, state examinations as well as updates and appeals relating to claims. -Filed new civil complaints, searched dockets, updated attorney's calendar, contacted and scheduled court reporters for depositions, ordered deposition transcripts and processed invoices. -Communicated with courts and judges' courtrooms regarding court dates, case management conferences, pre-trials and settlement conferences. -Communicated with hospitals, clinics and doctors' offices regarding the release of medical information, the status of requested medical records, patient medical billing and unpaid balances, medical examination reports and appointment scheduling for clients. -Prepared documents, letters, and affidavits. 				

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Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
NCS Credit Services Administrative Assistant and Intern to the Legal Department		729 Miner Road Highland Heights, OH 44146 440-461-9661		Amy Poje-Marsh [REDACTED] [REDACTED]	
Date From - Date To:	05/2009 - 10/2009	Full or Part Time:	Full	Last Annual Salary:	[REDACTED]
Reason for Leaving:	Full-time work as a legal assistant, which was more related to career path				
Responsibilities/Accomplishments at this Position	-Provided legal and administrative support to company's in-house legal department. -Assisted attorney with case files pertaining to contract litigation, Uniform Commercial Code transactions, mechanic's liens and bond claims. -Scanned, indexed and archived all contracts and case files into the department's imaging system. -Provided administrative support to collections department. -Managed correspondence with debtors and clients in collections department. -Reviewed and analyzed commercial contracts between clients and debtors. -Assisted in-house attorney with managing case files. -Prepared affidavits for clients and managed correspondence with clients, debtors and attorneys. -Conducted basic research such as corporate certificate searches, title searches and skip tracing. -Reviewed mail, legal documents and case files. -Contacted attorneys for status updates on litigation proceedings, bankruptcy proceedings, settlement agreements, foreclosures and post-judgment executions				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Adecco Temporary Administrative Assistant		26949 Chagrin Boulevard Beachwood, OH 44122 216-464-2342		Varied 216-464-2342 Unknown	
Date From - Date To:	09/2008 - 05/2009	Full or Part Time:	Part	Last Annual Salary:	[REDACTED]
Reason for Leaving:	Found more stable employment				
Responsibilities/Accomplishments at this Position	-Provided administrative and secretarial support to the senior management of various companies throughout Northeast Ohio.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
TRC Staffing and Staffing Professionals (Temporary Agencies) Temporary Administrative Assistant		Sarasota, FL 34231 Varied		Varied	
Date From - Date To:	09/2004 - 07/2007	Full or Part Time:	Part	Last Annual Salary:	[REDACTED]
Reason for Leaving:	Moved to Ohio				
Responsibilities/Accomplishments at this Position	-Scheduled meetings between clients and the executive management. -Assisted attorneys and office personnel with the management and organization of client files and legal documents. -Drafted and prepared land development contracts. -Organized and maintained land development documents, permits and contract files.				

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Education

High School Attended: Homeschool (Willingboro, NJ)
Graduation Status: GED or equivalent

Colleges, Universities and Technical Schools Attended:

Name and location	Major	Minor	Degree Obtained
AZ - University of Phoenix	Global Management		MBA
MA - New England Conservatory of Music	Oboe Performance	Music Education	Bachelor

	Undergraduate	Graduate
Overall GPA	3.7/4	3.7/4
Major GPA	3.7/4	3.7/4
Highest Degree Attained	Number of graduate hours beyond your highest degree:	Grad Program Of Study
MA/MS/etc.	N/A	Business Administration

List honors, awards or distinctions you have earned:

Statement

SSS1. Please explain how your past personal and professional experience make you a quality candidate for the position for which you are applying.

For the past four (4) years, I have worked as an Executive Assistant within an institute of higher learning here in Cleveland. In this position, I have worked closely with the executive management and have gained a tremendous amount of experience working with staff, faculty, and students as well as providing executive support to administrators within an educational organization. Therefore, it is my belief that the experiences I have obtained make me an ideal candidate for the position of Executive Assistant to the Superintendent.

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Jonathan Ballard	William Dismukes
School/Org:	SparkBase	Cleveland Institute of Music
Current Position:	Senior Software Engineer	Network Administrator
Home Phone:		
Cell Phone:	[REDACTED]	[REDACTED]
Work Phone:		
Mailing Address:		
Email:	[REDACTED]	[REDACTED]
Relationship to Candidate:	Former Co-worker	Co-worker
Years Known:	5	4

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Professional References cont.

	Reference 3 of 3	
Name:	Melinda La Vigne	
School/Org:	Cleveland Institute of Music	
Current Position:	Office Services Coordinator	
Home Phone:		
Cell Phone:	[REDACTED]	
Work Phone:		
Mailing Address:		
Email:	[REDACTED]	
Relationship to Candidate:	Co-worker	
Years Known:	4	

Referrals

How did you hear about employment with us?

3. Shaker Heights Web Site

Legal Information

- * Are you eligible to work in the United States? Yes
- * Have you ever been convicted of, found guilty of, or plead guilty to any misdemeanor other than traffic offenses? No
If yes, explain, giving dates:
- * Have you ever been convicted of, found guilty of, or pled guilty to any felony? No
If yes, explain, giving dates:
- * Have you ever had a criminal conviction sealed or expunged? No
- * Have you ever had a teaching certificate limited, suspended or revoked? No
If yes, explain, giving dates:
- * Have you ever surrendered a teaching certificate, license or permit? No
If yes, explain, giving dates:

Confirmation

By agreeing online, candidate authorizes the school district to conduct an investigation of candidate pursuant to The School Code to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and, upon request, agrees to execute an investigation authorization form as a condition for candidate's employment. Candidate may not be employed unless such investigation has been initiated.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

Tiffany L. Preston
(agreed online)