

## Tiffany Fields

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
***Bachelor of Business Administration, Graduation: Jan. 2015***  
***Majors: Human Resource Management, Legal Studies***

### ACTIVITIES:

- Tutor, Youth Build Philadelphia Charter School, October 2013-Present
- Philadelphia SHRM Emerging HR Leaders Student Mentoring Program October 2013-Present
- Director of Social Relations, Society of Human Resource Management (SHRM), Fall 2012 – Present
- Member, Pi Alpha Delta, International Pre-Law Fraternity, Fall 2012-Present
- Student Government Representative, Black Law Student Association, May 2013-Present
- University of Pennsylvania Law School Outreach Program February 2013-May 2013

EXPERIENCE: FREE LIBRARY OF PHILADELPHIA/PHIDELPHA EDUCATION FUND  
**College Career Coach** October 2013-Present

- Provide development skills and tools essential for local Philadelphia high school students to pursuing a post secondary education.
- Develop Workshops in regards to various aspects of the college application process to be taught in the Philadelphia School District and Philadelphia Libraries
- Offer personalized help on many aspects of the college application process including finding schools, applying, standardized tests, financial aid, the college experience, scholarships and writing successful college essays

TEMPLE UNIVERSITY JAMES E. BEASLY SCHOOL OF LAW  
**Student Program Support, LLM in Trial Advocacy** September 2013-Present

- Act as a witness in L.LM Trial Advocacy Program, assuming the role of a pre designed character
- Assist in the development of fact finding for the attorney's acting out said role in both deposition and trial.
- Assist in other various capacities essential for the decision finding by the jury.

WEGMANS, Cherry Hill, NJ

**Front End Coordinator** May 2007-Present

- Conduct daily opening and closing procedures for a high-end grocery store with a customer database of over 40,000 weekly customers.
- Train and assist in the development of new employees as per company policies and HR practices

- Manage 170 front end cashiers by ensuring they have sufficient resources to satisfy customer needs
- Assist customers with various problems including locating merchandise, handling returns and rectifying complaints.

ZIFF, WEIERMILLER, MUSTICO, HAYDEN LLC, Elmira NY

**Administrative Intern**

January 2009 – Jan 2013

- Provide support to lawyers at the largest law firm in the southern tier county.
- Assist with the development of cases specializing in malpractice, family law and real-estate law.
- Conduct daily operating activities including answering telephones, filing motions and making deposits for both the employees and the business.
- Deliver time sensitive legal documents between locations.

**SKILLS:**

- Microsoft Office
- Exemplary Leadership
- Exceptional Customer Service