

Tiffany Carpenter

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LinkedIn: <https://www.linkedin.com/in/tiffany-carpenter-b62547107/>

EDUCATION

B.A. International Studies, Seattle University, GPA 4.0 August 2017 – Expected 2019

- Alfie Scholar
- Messina Scholar
- Seattle University Model United Nations member
- Pre-Law Student Association member
- International Studies Advisory Council member

Associate of Arts, North Seattle College, Major GPA 3.9 April 2015 – August 2017

- Honors: President's List and Dean's List
- 5-Star Phi Theta Kappa Honor Society member
- International Laureate Program Scholarship (2017)
- Jack Kent Cooke Undergraduate Transfer Scholarship (2017)
- All-Washington Academic Team (2017)
- Coca-Cola Academic Team (2017)
- North Education Fund Scholarship (2016-17)
- Joan Fedor Award of Distinction (2016)

WORK AND VOLUNTEER EXPERIENCE

Executive Secretary, Rehabilitation Research Institute 2006 – Present

- Independently fundraise, budget, and manage accounting system (including collections and accounts receivables)
- Promote public relations and solicit more than \$500 in donations and corporate gifts for programs

Hiring Committee Member, Student Leadership at North Seattle College April – May 2017

- Professionally participated in HR and bias trainings
- Reviewed applications and facilitated interviews with more than 80 candidates
- Selected and hired Student Leaders, including the incoming president

Program Coordinator, Dean of Medical School, University of Washington June – Sept. 2016

- Managed highly confidential documents pertaining to medical and physician appointments
- Credentialed physicians, requested and verified information and references, and utilized multiple databases covering more than 7,000 files
- Coordinated with department chairs and chiefs on sign-off and approval
- Communicated effectively with physicians to ensure they remained certified and able to legally continue practicing

Chapter President, North Seattle College Chapter of Phi Theta Kappa January 2016 – Present

- Represent the chapter on-campus and at international conferences in Washington, D.C.
- Developed an original research project that won local and regional 5-star awards
- Increased membership and engagement with community service and academic enrichment
- Contribute and edit content weekly for the chapter's Canvas page
- Present during member induction ceremonies for more than 40, including the college president

Vice President District 1, Greater Northwest Region of Phi Theta Kappa Sept. 2016 – Present

- Represent more than 15 chapters at the 2-year colleges including those of Bellevue and Edmonds
- Organize quarterly conferences with more than 60 attendees from Phi Theta Kappa leadership

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- Facilitate workshops about scholarships, professional development, and career exploration

President, North Seattle College Philosophy Society January – June 2017

- Organized discussions relating to philosophical texts, abstract questions and contemporary issues

Online Platform Evaluator, Pearson Educational Company, New York 2015 – Present

- Accurately analyze Pearson online educational programs and formulated solutions
- Provide feedback used for improving navigation, accessibility, and innovative features

Registrar, Cascade Youth Symphony Orchestra Sept. 2013 – May 2015

- Managed interactions between conductor, coaches, and parents
- Collected checks, record attendance, and perform concert-related duties

PROFESSIONAL DEVELOPMENT (ONLINE)

- *International Law*, Universiteit Leiden 2017
- *Introduction to Negotiation*, Yale University 2016
- *European Business Law* (with distinction), Lund University 2015
- *A History of Western Music* (with distinction), Curtis Institute of Music 2015
- *Financial Accounting*, University of Pennsylvania 2014
- *Classical Music Theory* (with distinction), National University of Singapore 2014

THEATER AND MUSICAL EXPERIENCE

- Solo opera aria soprano with a full orchestra, Seattle Center's *Italian Festival* 2014
- Regional winner of the Northwest Hailun Piano Competition 2014
- Actress in assorted student Mozart and English Baroque operas, Seattle Opera 2014
- Leading actress in student *Love's Labor's Lost*, Seattle Shakespeare Company 2013
- Leading actress in student *Mikado* and *Iolanthe*, Seattle Gilbert and Sullivan Society 2012
- Expertise: international phonetic alphabet, German, French, and Italian pronunciation; diction, acting, choreography, and singing; classical piano, opera, counterpoint, and music theory

SUMMARY OF QUALIFICATIONS

- Microsoft office proficiency (Word, Excel, PowerPoint)
- Languages: French (fluent)