706-332-2493 tiffanybillins@gmail.com

Solution-driven communication education specialist with over 15 years of combined educational, career, business, and community liaison experience.

Relationship Management * Business Development & Growth * Recruitment Educational Advisement * Crisis Communication

Student Development * Community Relations & Networking * Career Planning * Education Planning & Organizing Technical Proficiency in Microsoft Office Suite *Proficient in Online Instruction and Delivery

PROFESSIONAL EXPERIENCE

Columbus State University, Columbus, GA

May 2023-Present

Assistant Professor -Communications/ Public Relations

Teaches race and communication, crisis communication, and public relations management courses for students in the Global Online Program as well as on campus courses for Columbus State University students from all academic disciplines. Responsible for training and mentoring graduate students who teach COMM 1000 in addition to assisting with various public relations conferences and competitions, PRSSA and other PR special events. Facilitates and provides quality learning experience for students on a semester basis in public speaking, public relations, and speech communications. Performs instruction-related duties and responsibilities in a timely manner and in accordance with the mission, policies and procedures of the college and could effectively maintain 90% retention in all classes.

Columbus State University, Columbus, Georgia

June 2015-May 2023

Part Time Faculty -Public Speaking/ Speech Communications/ Public Relations

Facilitates and provides a quality learning experience for students on a semester basis in public speaking, public relations, and speech communications. Performs instruction-related duties and responsibilities in a timely manner and in accordance with the mission, policies and procedures of the college and could effectively maintain 90% retention in all classes. Conducts courses both on line and on campus and facilitates continuous updates to online course curriculum annually.

Auburn University, Auburn, Alabama

Public Relations Lecturer

June 2018- Present

Teaches PRCM Public Relations Style and Design and Multimedia Writing for PR Professionals for students in the Auburn Global Online Program as well as on campus courses for Auburn University students from all academic disciplines. Responsible for training and mentoring graduate students who teach COMM 1000 in addition to assisting with various public relations conferences and competitions, PRSSA and other PR special events. Also serves as the current Diversity, Equity and Inclusion Coordinator for The School of Communication and Journalism.

Public Speaking Instructor

Teaches COMM 1000: Public Speaking (the basic speech course) for students in the Auburn Global Online Program as well as on campus courses for Auburn University students from all academic disciplines. Responsible for training and mentoring graduate students who teach COMM 1000 in addition to assisting with various public speaking competitions and other basic course special events.

Virginia College, Columbus, Georgia

January 2013 - 2019

Director of Career Development (Interim)/ Career Development Specialist

Oversaw all aspects of the Career Services Center and collaborated with local & regional businesses, companies, and associations to increase the number of job leads and orders for students and alumni, including ground & on-line. Worked with leadership staff to achieve budgeted objectives and to ensure school compliance with state and accreditation regulations related to placement. Managed a staff of two employees. Ensured the department has an adequate amount of job leads and extern sites for producing a placement rate of 80% of all graduates actively seeking assistance in education related positions.

Career Development Specialist

Responsible for connecting individuals with potential employers and help job seekers learn interview, job search and resume writing skills. Assists students with education and career planning. Supports and encouraged realistic career goals. Coordinates educational efforts with administrators. Advises students on job seeking skills. Provides individual advising and small group counseling.

Externship Coordinator

Managed the overall operations of placing students at various sites locally; and was responsible for meeting with students to help guide them through the externship process. Served as the initial point of contact in the career services department for students who were transitioning from student to employee. Coordinated all externship placement requirements to include background checks and interviewing students for placement at all sites both healthcare and non-healthcare. Managed community relationships with various employers to aid in placing students in more diverse career settings. Was the colleges' community liaison with help in developing business partnerships in the community with students, instructors, faculty and staff.

Adjunct Instructor-Speech Communications/ Marketing/ Business

Facilitated and provided a quality learning experience for students on a semester basis. Taught coursework in the Business, Speech, Financial Analysis, and Career Planning fields of study. Performed instruction-related duties and responsibilities in a timely manner and in accordance with the mission, policies and procedures of the college and was able to maintain 90% retention in all classes.

Chattahoochee Valley Community College, Phenix City, Alabama

January 2015-2017

Adjunct Instructor-Speech Communications/Public Speaking/ Crisis Communications

Facilitates and provides a quality learning experience for students on a semester basis both online and in person. Performs instruction-related duties and responsibilities in a timely manner and in accordance with the mission, policies and procedures of the college and could effectively maintain 90% retention in all classes.

Columbus Technical College, Columbus, Georgia Adjunct Instructor-Speech Communications

January 2015-2016

Facilitated and provided a quality learning experience for students on a semester basis in the area of speech communications and career coursework both virtually and face to face. Performed instruction-related duties and responsibilities in a timely manner and in accordance with the mission, policies and procedures of the college and was able to maintain 90% retention in all classes.

University of Phoenix, Columbus, Georgia

May 2009 - 2013

Enrollment/ Academic Advisor

Ensured that each student received outstanding services by providing a friendly environment, which included greeting and acknowledging every student, maintaining solid product knowledge and all other aspects of student services while helping students graduate. Performed daily tasks of calling potential students for admissions; Recruited students on a weekly basis for associates, bachelors, master's degrees, and doctoral degrees. Served as the campus community representative on various boards of directors and developed a new business model to attract students and generate an average of 50 plus referrals monthly. Trained and coached new employees on admissions processes enrollment systems and the business model of the company. Advised and mentored new and current employees.

Muscogee County School District, Columbus, Georgia

June 2008 – May 2009

Substitute Teacher

Responsible for overall class room management and duties with children ages Pre-K through High School. Created numerous activities that engaged children in learning both inside and outside of the classroom; instructed students on various subjects to include science, English, and business and provided a safe learning environment for each child. Assisted other certified teachers with classroom responsibilities and basic pedagogy.

EDUCATION

Bachelor of Arts in Mass Communications Columbus State University, Columbus, GA-2008

Master of Business Administration University of Phoenix, Columbus, GA-2012

Master of Science in Strategic Communications/PR Troy University, Phenix City, AL. -2014

PhD Higher Education Leadership Mercer University, Atlanta, GA. -2022

COMMUNITY OUTREACH & RECOGNITION

- o Girl Scouts of Historic GA Woman of Achievement-2023
- o GA Forward Young Gamechangers -2023
- o CSU Young Alumni Award- Columbus State University- 2022
- o Leadership Columbus Alumni- Columbus, GA Chamber of Commerce -Class of 2014
- o Junior League of Columbus Vice President of Membership 2014- Present
- o Columbus and The Valley Magazine-Rising Star- 2010
- o Delta Sigma Theta Sorority, Inc.-2008-present
- o **B.R.I.D.G.E (GED Program) Columbus, GA.** -Vice President/Membership Chair (2010-Present)
- Urban League Greater Columbus Young Professionals-Vice President (2018- Present)
- o Golden Key Honor Society- Member (2020-present)