



Tiffany Bedford

CONTACT

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📍 4706 Imperial Drive, Austin, TX 78725

COMMUNITY INVOLVEMENT

Austin Young Republicans

Member
Austin, Texas

Texas Strong Republican Women

Member
Austin, Texas

Austin Republican Women

Member
Austin, Texas

Texas Women in Business

Member
Austin, Texas

LICENSES & CERTIFICATIONS

Process Server License

Judicial Branch Certification Commission
Expires: 2025

Mortgage Field Service Inspector

abcLegal
Certified on: 2023

Notary Public Certification

Texas Secretary of State
Expires: 2025

A W A R D S

Professional Women's Group World Award

Dress for Success
2011

TIFFANY BEDFORD

Passionate About Governance, Law, and Public Service | Committed to Impactful Change

WORK EXPERIENCE

Founder/Owner & Paralegal 2014 - 2025
Lonestar Paralegal

- Provide high-level legal guidance to clients on corporate and commercial legal matters.
- Conduct legal research, including statutory and case law, to support the legal team.
- Draft legal documents, including contracts, leases, and motions, for submission to courts.
- Manage the preparation and filing of legal documents.
- Serve as liaison between clients, staff, and third parties.

Founder/Owner 2017-2025
Austin Plumbing & Gas

- Oversee daily operations, including scheduling, financial management, and customer service to ensure efficiency and profitability.
- Hire, train, and manage plumbing technicians and office staff while fostering a productive and customer-focused work environment.
- Develop marketing strategies, build relationships with clients and contractors, and expand the business through networking and reputation management.

Paralegal Certificate

Founder/Owner & Bookkeeper 2004 - 2025
Epiphany Bookkeeping

- Founded and operated a bookkeeping firm, overseeing all aspects of business operations and customer service.
- Developed a loyal customer base through personalized interactions and consistent delivery of high-quality products resulting in a 30% increase in annual revenue.
- Managed a team of 10 employees, providing training, scheduling, and performance evaluations to optimize productivity.
- Streamlined reconciliation, decreasing monthly close-out times and enhancing reporting accuracy.

EDUCATION

B.A. in Political Science 2025
Southern New Hampshire University

Women's Entrepreneuership Certificate 2025
Cornell University

Paralegal Certificate 2024
Blackstone Career Institute

Contract Law Certificate 2023
Harvard University