

Tiffany Cundiff

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PROFILE

Experienced professional with a diverse background in customer service, administration, and leadership as a Security Forces Leader in the United States Air Force. Known for meticulous attention to detail, quick learning, and a strong work ethic. Proven track record in delivering exceptional service and upholding security standards in high-pressure environments. Eager to leverage these skills and experiences in a dynamic work setting

EMPLOYMENT HISTORY

Aug 2014 — Sep 2016

Secretary, Balsam Lake Rod & Gun Club

Managed administrative tasks for the gun club, including membership records, event organization, correspondence, and finances. Scheduled meetings, maintained safety compliance, and enforced membership guidelines.

Jun 2017 — Nov 2023

Security Forces Leader, USAF

Dedicated United States Air Force Security Forces member with over 6 years of distinguished service, including a supervisory role. Specialized in safeguarding installations, personnel, and critical assets through proficient law enforcement, physical security, and readiness maintenance. Led a team of junior Security Forces members, fostering a culture of teamwork and accountability. Excelled in crisis management, swiftly coordinating with emergency response teams to resolve high-pressure situations. Managed access control, conducted security patrols, and implemented surveillance techniques to prevent unauthorized access.

Jan 2024 — Present

Secretary III, PRIDE Industries

Fort Dix

Under minimal supervision, the Secretary III provides principal secretarial support in an office, to the Asset Manager, and in some cases, to the subordinate staff of the Asset Manager. The Secretary III maintains a close and highly responsive relationship to the day-to-day activities of the Asset Manager and staff, working fairly independently while receiving a minimum of detailed supervision and guidance. This role involves performing various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the Asset Management work.

EDUCATION

Jan 2023

AA, Community College of the Air Force

May 2017

Diploma, Luck High School

Jan 2024 — Present

BS in Homeland Security, University of Maryland Global Campus

Expected Graduation Date: May, 2025

- Currently pursuing a Bachelor of Science in Homeland Security with a projected graduation date of May, 2025.
- Maintaining a commendable GPA of 3.7, reflecting dedication to academic excellence and mastery of subject matter.
- Actively engaged as a member of The National Society of Collegiate Scholars, contributing to a vibrant academic community and fostering leadership skills.

SKILLS

Teamwork

Ability to Work in a Team

Communication Skills

Adaptability

Customer Service

Microsoft Excel

Fast Learner

Microsoft Office

Effective Time Management

LANGUAGES

English