

# Tierre M. Green

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**OBJECTIVE:** Seeking a position yielding more utilization of my proven technical knowledge, Web Development and Network Administrative skills, leadership and customer service skills to help continuously improve the effectiveness of The.

## **EDUCATION**

### ***University of Nebraska - Lincoln***

Bachelor of Arts: Sociology  
Conferred: December 2007

### ***Bellevue University***

Bachelor of Science: Web Development  
Conferred: *Pending* December 2021

## **PROFESSIONAL EXPERIENCE**

### **Stearns Weaver Miller**

Tallahassee, FL

July 2016 – Present

#### *Office Support Coordinator*

- Troubleshoot and resolve technical connectivity and driver issues as they arise with copiers, computers, projectors and telecommunications equipment; often making necessary adjustments to hardline connections.
- Fulfill requests by the firm's attorneys, lobbyists and assistants to prepare and edit, as needed: legal documents, media and other correspondence.
- Install and configure drivers, software and hardware onto computers (PC) and the firm's communication system.
- Assist with completing secure electronic transfers of confidential files from the firm to legal clients, State and Federal court personnel, opposing legal counsel or other external parties.
- Setup and configure video conferencing, presentation and telecommunications equipment and test network connectivity.
- Created and maintain a supply database using Microsoft Excel to track internal inventory levels, improving the effectiveness of the supplies and equipment obtainment process.
- Generate flowcharts, schedules, maps and PowerPoint presentations as needed to be used as visual aids by attorneys and lobbyists for presentations, legal hearings and conferences.
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### **Greenberg Traurig, LLP**

Tallahassee, FL

February 2013 – July 2016

#### *IT Support Specialist*

- Troubleshoot and resolve technical connectivity and driver issues as they arise with copiers, computers, projectors and telecommunications equipment; often making necessary adjustments to hardline connections.
- Fulfill requests by the firm's attorneys, lobbyists and assistants to prepare and edit, as needed: legal documents, media and other correspondence.
- Install and configure drivers, software and hardware onto computers (PC) and the firm's communication system.
- Assist with completing secure electronic transfers of confidential files from the firm to legal clients, State and Federal court personnel, opposing legal counsel or other external parties.
- Setup and configure video conferencing, presentation and telecommunications equipment and test network connectivity.
- Receive and enter vendor invoices using Chrome River online expense reporting.
- Created and maintain a supply database using Microsoft Excel to track internal inventory levels, improving the effectiveness of the supplies and equipment obtainment process.
- Reorganized computer equipment to achieve maximum utilization of desktop and laptop computers.
- Generate flowcharts, schedules, maps and PowerPoint presentations as needed to be used as visual aids by attorneys and lobbyists for presentations, legal hearings and conferences.

**Culligan of Omaha**

Omaha, NE

July 2012 – August 2012

***Product Production Quality Assurance***

- Assisted with ensuring the quality and cleanliness of bottling and water packaging.
- Assisted with warehouse management and bottling machine maintenance.
- Ensured the timely completion of delivery orders.
- Offered permanent supervisory track position but could not accept due to Relocation.

**West Corporation**

Omaha, NE

October 2010 – June 2012

***Accounts Receivable Subject Matter Expert***

- Analyzed pharmacy patient account details for non-payments, delayed payments and other billing inconsistencies.
- Provided team members with training on proper utilization of Citrix server to access patient accounts, pharmaceutical regulatory standards, and medication fulfillment system.
- Communicated with pharmacy patients via phone, email, or mail and initiated automated contact while investigating accounts receivable accounts.
- Performed billing, collection, reconciliation and reporting activities using Rhumba according to specific deadlines while adhering to Company standard protocol.
- Acted as client liaison to coordinate research, billing and pharmacy distribution efforts to ensure timely delivery of patient medications.

**COMMUNITY INVOLVEMENT****Trinity Hope Foursquare Church***January 2009 – October 2011****Youth Director and Board Member***

- Organized educational life skills programs for children ages 6 to 19.
- Managed other church department leaders to create and maintain a healthy learning environment and improve membership
- Attended organizational meetings to assist members in managing church funds and activity planning
- Presented motivational speeches and sermons to church congregation
- Responsible for developing social network profiles to market fundraising and special events and coordinating with departments to ensure successful attendance and to meet or exceed quotas.

**AWARDS & RECOGNITION**

- Earned full athletic scholarship to the University of Nebraska-Lincoln, 2003-2007
- University of Nebraska Football Team, Starter - 2003-2007
- Pyramid Captain of Nebraska Football Team, Fall 2006
- UNL Your Degree First, Vice President - 2006-2007
- All Big Twelve Conference in Football, Honorable Mention - 2006
- University of Nebraska Football Team, Blackshirt - 2005-2007

**SKILLS**

- *Proficient in Microsoft Office Suite, Windows, and Mac Operating Systems*
- *Proficient in HTML, CSS, JavaScript, Node.JS*
- *Experienced in Citrix and Rumba*
- *Experience in and Understanding of CMS*
- *Superior Customer Service Focus*