



Meet the Staff – Tiffany Gilliard Office Manager



Tell us about your background.

My professional background has provided me with a range of great experiences in several industries including fashion, sports entertainment, and communications. A natural Philomath, I was awarded numerous STEM scholarships but my love of fashion lead me to the International Academy of Fashion Design Chicago

What responsibilities do you have here at Clean Power Alliance?

As the Office Manager I am responsible for office operations and supporting a smooth, efficient, and productive work environment. I'm responsible for implementing policies and procedures for office operations while managing expenses and reports for multiple managers along with contracts and payments with our vendors. I coordinate office events. I organize and maintain office files, records, inventory, and serve as a point with all things administrative regarding maintenance, equipment, building, and security.

I additionally support our entire staff administratively and assist them with basic technical support and help with educational development and travel arrangements along with working with and coordinating with IT on the distribution and maintenance of office equipment.

What are you most proud of in working here at CPA?

I'm proud to be associated with an organization that is proving true to our vision and demonstrating our efforts to work hard and present the public with reliable, renewable, and economical energy.