

CONTACT

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Austin, TX

EDUCATION

Master of Legal Studies (M.L.S.), Law
St. Mary's University School of Law
August 2025 – July 2026

Political Science and Government
Southern New Hampshire University
2023 – 2025

Women's Entrepreneurship Certificate
Cornell University
2024 – 2025

Paralegal Certificate
Blackstone Career Institute
2023 – 2024

Contract Law Certificate
Harvard University
2023

SKILLS

- Copyediting & proofreading
- Legal and policy research
- Fact-checking & source review
- Contract review & redlining
- Clear audience-focused writing
- Legislative and public policy analysis
- Compliance documentation
- Document organization & revision control
- Deadline-driven project support
- Professional written communication

CERTIFICATIONS

- Private Investigator
- Notary Public Commission
- Holistiplan Certification
- Advanced VITA – IRS-certified volunteer preparer

LANGUAGES

- Spanish (Native or Bilingual)

Tiffany Bedford

Editor | Policy Analyst | Legal Operations & Legislative Research

Detail-oriented legal operations and contract management professional with more than 20 years of experience supporting legal matters, reviewing and redlining agreements, developing policies and procedures, conducting research, and preparing clear, accurate written materials. Current experience includes a project-based data analyst externship with the Centre For Improvement of Youth Justice and prior graduate assistant work at St. Mary's University. Brings a strong foundation in legal research, editing, policy analysis, and professional documentation, with a commitment to accuracy, impartiality, and deadline-driven execution.

PROFESSIONAL EXPERIENCE

Data Analyst | Nov 2026 – Present
Centre For Improvement of Youth Justice (via Extern, Inc.) | Austin, TX
- Participating in a project-based externship hosted by Extern, Inc., in partnership with the Centre For Improvement of Youth Justice, a nonprofit organization.
- Support research and analytical work by reviewing information, organizing findings, and contributing to clear, evidence-based materials.
- Prepare concise written summaries and documentation for internal and external use.

Graduate Assistant | Aug 2025 – Jun 2026
St. Mary's University | San Antonio, TX
- Researched complex source materials and prepared clear, concise written summaries for faculty and departmental projects.
- Edited academic and administrative documents for accuracy, consistency, clarity, and adherence to established standards.
- Supported writing, revision, and document preparation for university initiatives.

Contract Manager | Oct 2014 – Oct 2025
Austin Plumbing & Gas | Austin, TX
- Managed commercial and residential contract administration, including subcontractor agreements, scopes of work, change orders, and payment provisions.
- Reviewed, redlined, and negotiated contract language to address business risk and protect contractual interests.
- Developed operational policies, standard operating procedures, and compliance documentation.
- Coordinated contract records, regulatory requirements, project documentation, and dispute-resolution activities.

Senior Paralegal | Oct 2004 – Oct 2025
Lonestar Paralegal | Austin, TX
- Drafted, reviewed, and redlined commercial contracts and other legal documents, identifying contractual risks and recommending revisions.
- Conducted legal research and prepared written analyses concerning regulatory requirements, contractual obligations, and business disputes.
- Managed confidential legal records, revisions, deadlines, and multiple concurrent assignments.
- Coordinated with attorneys, clients, and stakeholders to support legal matters and contract negotiations.

Senior Bookkeeper | Oct 2004 – Oct 2025
Epiphany Bookkeeping
- Managed bookkeeping operations, client financial records, and business financial documentation.
- Reviewed records for accuracy, consistency, and completeness.
- Supported client relationships, financial administration, and operational documentation.

RELEVANT EDITING & PUBLICATION STRENGTHS

✓ **Editing & Proofreading:** Strong experience revising legal, academic, and business documents for clarity, consistency, and accuracy.

✓ **Research & Analysis:** Skilled at synthesizing complex material into concise, accessible summaries for varied audiences.

✓ **Impartial Communication:** Able to present information clearly and professionally with sound editorial judgment.

✓ **Deadline Management:** Experienced in managing multiple priorities and producing detailed work in fast-paced environments.

TARGET ROLE ALIGNMENT

- Prepared to edit complex policy and legislative materials with close attention to readability and factual accuracy.
- Brings experience working with technical source material and translating it into reader-friendly prose.
- Offers a strong foundation for the House Research Organization Session Editor role through research, editing, and document-management experience.