

**Tenina Stevens**

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- Professional B2B networking, business and program development, 20 years
- Strong and diverse background in training, counseling, outreach, recruiting, coaching
- Extensive background in marketing, packaging, relationship building, promotions
- 12 years as a corporate planner, event manager, workshops facilitator, keynote presenter
- Strong background in program development and supervision
- Excellent verbal/ written communication skills
- Microsoft Office Suite, social media, SEO and technology savvy
- Organized, hardworking, quick learning, open minded, solution first attitude
- Excellent customer service, sales, team player and networking skills
- Specializing in Work Force Development, training, program management
- Possessing MA in Organizational Management, BA Psychology, AA Business/LS

**EMPLOYMENT HISTORY****Workforce/Case Management    B.A.I.M. Training Services/BLNG    2006-present**

- Founding, Directed and produced TV, music and special event productions
- Develop client base, positive programming, packaging, marketing materials, publicity, website, company operations, products
- Contract negotiations, strategic partnerships, consulting, billing, fundraising, program administration, casework, outreach
- Some clients include, Oakland Technical High School, Willard Jr High School, Contra Costa County Kinship program, BACC, NYC, SWI Records, OZ Kat Radio, Beyond Emancipation, Youth Uprising, BAYC, First Place for Youth, OUSD
- Activist, mentoring and special events creating peace and change for communities
- Conducted workshop, seminar presentations and trainings for leaders, youth and staff
- Created credible curriculum, presentations ect. for trainings and program use
- Conducting, on the job training, employment readiness, case work and more
- Providing professional, personal and leadership development training and proctoring
- Providing programming, resources, coaching for dis-advantaged adults, re-entry, domestic violence victims, homeless, volunteers, formal foster youth, at-risk youth, staff and more

**Employment Specialist    Beyond Emancipation Organization    1/2010-7/2013**

- Served as a coach for young low income parents between 18-25 years old
- Provided casework services for dis-advantaged women, re-entry, foster youth
- Developed a program for the AC Hire employment subsidizing program
- Placed young adults in employment and shadowed and supported their progress
- Provided job readiness, retention and life management training for clients
- Provided prevention, intervention, awareness, education and resources to clients
- Facilitated regular group trainings for clients, staff and partners
- Networked, outreached, collaborated and attended regular meetings on behalf of business
- Created professional documents for businesses, programs and individuals
- Successfully, marketed, managed programs and businesses and exceeded placement goals
- Created powerful relationships and resources to enhance clients endeavors

**Choir Director/ Women Training      Unity COGIC      4/2000-Present**

- Served as a choir director collaborating with the organization of the choir rehearsal
- Provided assistance with booking the choir to sing at a variety of places
- Developed professional music productions that help assist the church with funding
- Placed women in work opportunities and referred them to other resources
- Provided job readiness, retention and packaging tools to women and youth
- Provided administration support to the church according to its needs
- Facilitated speaking/evangelism presentations to churches and other locations
- Networked, collaborated and attended regular meetings on behalf of the choir and church
- Served as a choir leader, song writer and lead singer to the church choir
- Developed talent with purpose that where interested in music and acting careers
- Produced powerful plays that help change lives and brought the church funding support

**Business Development Consultant      Lost in the Wilderness Rehabilitations Center**

○ **2001-2006**

- B2B with organizations to solicit employment opportunities for clients
- Maintain relationships with employers
- Assisted in program development for clients and employees
- Conducted comprehensive, vocational, entrepreneurship, employment, life skills trainings and presentations in workshops, seminars, conferences and meetings for staff, partners, community and clients
- Created marketing campaigns and relationships to help market services and clients
- Supervised staff for special projects
- Restructured & maintained press database, websites and client base
- Recruited clients who needed employment and other resources

**Counselor Assistant      Camp Sweeney Juvenile Hall      4/1997-10/1997**

- Assisted teacher with class activities
- Created documents to support class
- Corrected school work for youth
- Implemented reports for clients progressed
- Assessed clients as they are enrolled in class
- Assisted with the intake process
- Assisted with enrollment process
- Helped set up and facilitate youth workshops for facility

**Teaching Experience**

Teacher/ Director	BE About It Movement
Artist-in-Residence	Stage Time at Oz Kat
Producer	National Tours for 20 years
Business/ Life Coach	BACC
Business Coach	Pamper Certified Program
Trainer/Director	Oakland Technical GIRLS Academy
Teacher/ Director	Willard Jr High School, Street Academy, Ralph Bunch, Encinal
Speaker	NYC
Activist	For for Peace and Change
Teacher	Foster Care Kinship Program
Teacher	Camp Sweeney Juvenile Hall

Counselor	Lincoln Day Care
Counselor	Youth Homes Inc.
Presenter/ Coordinator	Community of Care Program HUSD
Teacher/ Program Director	BLENG Enterprise

### **Education**

Contra Costa	1991 TV Production, Drama	
Peralta Colleges	1993 Sociology, Business	
Chabot College	1994 Sociology, Business	
Western Career College	1995 Medical Assistant	
Delta College	2005 Business, liberal studies	AA Certificate
Ashford University	2012 Psychology	BA Certificate
Ashford University	2014 Organizational Management, Supply Chain	MA Certificate