

TeQuion Brookins

E | tequion@tequionbrookins.com W | www.tequionbrookins.com P | 586-252-1339 | U.S. Citizen

A mission-oriented social entrepreneur, strategic thinker and skilled researcher with a demonstrated track record of leveraging a unique combination of analytical skills and cross-industry experience to enhance the operational leadership of impact-focused organizations.

EDUCATION & LICENSES

Walsh College of Business and Accounting Master of Business Administration Master of Science, Financial Management	Troy, MI	09/12-06/18
Notary Public State of Michigan		02/18-06/24
The College of Wooster B.A. Degree, Biochemistry and Molecular Biology Minor: Africana Studies	Wooster, OH	08/08-05/12
Regina High School Summa Cum Laude G.P.A. 4.01/4.0 Member Phi Beta Kappa and National Honor Society	Warren, MI	08/04-05/08

PROFESSIONAL WORK EXPERIENCE

McGregor Fund <i>Director of Operations</i>	Detroit, MI 40-50 hrs/week	08/18- Current
<ul style="list-style-type: none">Pioneered several of the foundation's first initiatives in under 2 years including an enterprise risk assessment, ERP migration, HR audit, learning management system, cybersecurity awareness and employee recruiting & retention programs.Encourages staff engagement and development to ensure alignment with organizational goals leading to an averaged 80% reduction in errorsRegularly provides consult to Fund leadership and board on nonprofit finance, governance, risk management and tax matters to drive engagement.Serves as primary decision-maker in areas of IT & information systems management, facilities operations, HR administration, and grants administration representing an annual budget of \$1.5 million.		
<i>Finance & Operations Officer</i>	40-50 hrs/week	07/17- 08/18
<ul style="list-style-type: none">Pioneered a feedback strategy leveraging adult learning techniques to restructure the design of customer-facing platforms for over 100 nonprofit partners.Ensured compliance to all legal and best practice regulations and guidelines; designed and implemented over 15 process improvements; secured partnerships with local and national affinity groups.		
<i>Finance & Grants Management Associate</i>	40-50 hrs/week	07/14- 06/17
<ul style="list-style-type: none">Utilized research skills to convert the foundation into a paperless environment including selecting and implementing a new grants management system, hiring and training interns, and customizing workflows to reflect business requirements reducing payment delivery by 93% and becoming a subject-matter-expert on paperless transitions for foundation peers both locally and nationally.		
<i>Finance Assistant</i>	40-50 hrs/week	03/13- 07/14
<ul style="list-style-type: none">Helped steward a \$170+ million endowment including processing grant reports and payments, budget development and management recording minutes for board meetings, preparing nonprofit tax filings including the 990-T and 990-PF, completing audit workpapers, and performing accounts payable and general bookkeeping tasks.		
Flagstar Bank <i>Underwriting Data Entry Assistant</i>	Troy, MI 40-50 hrs/week	06/12- 03/13
<ul style="list-style-type: none">Surpassed departmental metrics within 3 months and was recognized as a top performing team member resulting in becoming a key trainer for new hires on data entry processes for FHA and conventional mortgage products.		

SKILLS

Customer service, event planning, public speaking, facilitation, project management, problem solving, critical thinking, space planning, contract negotiation, budget development, risk management, data visualization, grant compliance, nonprofit tax, trademarking, database administration, small business development, grants management, cybersecurity, PC and Macintosh Operating systems, Microsoft Word, Microsoft Excel, Microsoft Access, LMS, Microsoft PowerPoint, Microsoft Outlook, Microsoft SharePoint, Microsoft Dynamics, 70 WPM, SAGE, QuickBooks Online, Microsoft Access, Adobe Cloud, SharePoint Designer, Office 365, WordPress, Weebly, MailChimp, SurveyMonkey, BoardEffect, Remote Desktop Configuration, Facebook, Instagram, LinkedIn, Twitter, Pinterest, Snapchat, Safari, Google Chrome, Mozilla Firefox, Weebly, HTML, Javascript, Shopify, CSS, C-TRAC, Wordpress, DocuSign, Polycom phone system, ATS, U/I design, copywriting, editing, PHP, SeedDMS, Forex, community engagement, cultural awareness, organizing

ENTREPRENEURSHIP & VOLUNTEERISM

Brookway Fine Goods & Fashion LP

12/19-Current

Limited Partner

- Launched a niche eCommerce retail store in under one month with the goal of increasing access to affordable apparel.

The Minority Freedom Community Fund

07/19-Current

Founder/Chief Operating Officer

- Recruited and trained the founding board of trustees and volunteers.
- Independently designed all fundraising plans, programmatic guidelines & technical procedures for a national nonprofit.
- Established strategic community partnerships in under one year to fulfill mission activities.

Velvet Signature LLC

02/18-Current

Founder/ Sole Proprietor

- Developed a social enterprise with a goal to eliminate global poverty through job creation and support of grassroots organizations dedicated to employment initiatives.

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Founder/Principal Consultant

02/18-Current

- Helped over 20 businesses of all sizes and stages of development get established, upgrade processes and strengthen brand awareness. Industries served include transportation & logistics, tax & accounting, nonprofits & churches, retail, food and media;
- Supported entrepreneurs and students across the country with professional development and career coaching;
- Prepared individual tax returns representing over \$300,000 in wages and generating over \$40,000 in refunds for low income citizens and;
- Became a self-published author and received recognition for the work entitled: [The Guide to Balancing Chaos & Career.](#)

PROFESSIONAL MEMBERSHIPS & AWARDS

Crain's Detroit Business

20 in Their 20s Nominee (2020)

Corp! Magazine

Michigan's Most Valuable Millennial Nominee (2020)

Southfield Chamber of Commerce

Member

Detroit Chamber of Commerce

Member

Society for Human Resource Management

Member

Detroit Young Professionals

Member

Technology Affinity Group

Member

National Black MBA Association

Member

Peak Grantmaking

Member, 2016 Conference Planning Committee
Volunteer, Communications Committee Co-Chair (2018-2019)

Emerging Practitioners in Philanthropy

Member, 2018 Conference Planning Committee-
Networking Group Chair

Young Nonprofit Professional Network

Member