

Trevina Jefferson, M.Ed, SSGB

Objective: To serve children and families utilizing my experience in equity & inclusion, strategic planning/partnerships, grant writing/compliance, and developing human resources & project management skills towards executive level leadership

Education

University California Berkeley,
BA 2004
Concord Law School-Purdue University
Completed 2 JD Years
California State Northridge,
M.Ed Administration 2010
Northwestern College
2nd BA Early Childhood 2020
Montessori Credentialing Courses
HR Certification Institute,
HR Management Certificate Feb 2023
Six Sigma Green Belt Mar 2023

Key Skills

- Organizational Leadership & Nonprofit Compliance
- Human Resources
- Project Management
- Strategic Partnerships
- Fundraising & Grant writing/compliance
- Large Event Planning
- Marketing
- Training Adults/ Children

Work History

September 2021-present-Virginia
Literacy Coach & Data E • The Literacy Lab
August 2018 – August 2021 - Iowa
Founder and Executive Director • Trepson Foundation
August 2015-2017 - Iowa
Loan/Grant Tech • USDA Rural Development
August 2012-2015 – South Korea
Professor • Cyber Hankuk University of Foreign Studies & Hongik University
2008 – 2011-Los Angeles
Faculty & Administrator • Los Angeles Community College District & STAR Education

Experience

Project Management

- Led a team of employees and awarded Americorps members to open a highly regulated center for families and children of need
- Led and managed multiple countywide large events with 2,000-30,000 participants, which featured public officials, celebrities, and organizational leaders as strategic persons appearing at events
- Utilized continuous process improvement to reduce waste in poor employee selection and increase retention & customer satisfaction
- Managed project to open and staff a state approved center

Executive Level Leadership & Development

- Made over 50 strategic partnerships with small and large for profit and nonprofit organizations (as well as individual donors) to meet organizational resource goals
- Awarded grants from state/federal, for profit, nonprofit, and individual donors and handled compliance/reporting on awarded funding
- Led nonprofit and regulated center compliance

Data and Research

- Published 2 educational research papers in ERIC
- Assisted 2 well known UC Berkeley researchers with data analysis on an early childhood cross-cultural \$2 mil math project
- Performed program data driven decisions and advocacy

People Development & Human Resources

- Owner of onboarding, talent acquisition/management, payroll, learning development, equity and inclusion
- Coached teachers/ tutors in literacy, math, and behavior interventions utilizing researched based methods and interventions for private/public early childhood classrooms
- Provided trainings for staff and community members

