

# DOUGLAS ALLEN STEWART

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## EXECUTIVE LEADERSHIP ♦ PROGRAM OPERATIONS ♦ STRATEGIC MANAGEMENT

Highly accomplished professional with history of significantly improving performance of organizations and institutions by leveraging operations management, executive leadership and support talents. Adept at initiating, developing, launching, and managing projects and initiatives. Proven ability to build key strategic alliances with local leaders and generate funds to support the achievement of visionary objectives. Dynamic speaker with record of effectively communicating and working with local youths to facilitate growth and awareness of personal potential. Proficient at overseeing full lifecycle of large, complex projects / programs and producing high quality deliverables on time and within budget. Demonstrated talent for implementing, managing, and providing training, curricula development and education. Passionate about improving quality of life for members of local communities, programs, and institutions. Creative thinker, recognized as versatile artist and poet. Big-picture strategist, dedicated to achieving both short- and long-term organizational goals.

Technical skills include: PC, MAC, MS Office Suite, Adobe Suite, Articulate / Presenter / Web Development and hardware / software support. Familiar with all aspects of social media marketing, branding and promotion.

### *Areas of Expertise*

- ♦ Coaching and Tennis Instruction
- ♦ Strategic Planning / Execution
- ♦ Curriculum Development
- ♦ Budget / Financial Management
- ♦ Grant Writing / Fund Raising
- ♦ Health / Wellness Promotion
- ♦ Business Development
- ♦ Culture Representation
- ♦ Program / Project Management
- ♦ Public Speaking / Presentation
- ♦ Relationship Building
- ♦ Contract Negotiations
- ♦ Client Service / Relations
- ♦ Community Outreach
- ♦ Training / Education

## ***PROFESSIONAL SUMMARY***

### HEADS UP ENRICHMENT FACILITATOR

Oakland, CA

#### **Tennis Coach/Facilitator – Head Royce “Heads Up” Summer Program**

**June – July ‘17**

- Head tennis coach/facilitator at Head Royce summer enrichment program providing tennis instruction, mentorship and leadership development for 45+ middle and elementary students per day.
- General life coaching, modeling, group and individual development to promote, elevate and inspire positive and respectful behavior.

### OAKLAND UNIFIED SCHOOL DISTRICT (OUSD)

Oakland, CA

#### **Teacher/Facilitator – AAMA (Center for African American Male Achievement)**

**2016 to Present**

- Mainstream teacher with the esteemed Center for African American Male Achievement program at Fremont High School in Oakland.
- Provide curriculum development, facilitation, case management and cultural climate strategies to empower young African American high school students in “Mastering their Cultural Identity.”
- Provide mentoring, program support and strategic alliances and partnerships with faculty and administration to the address needs of students in academic development and empowerment.

### HEALTH & HUMAN RESOURCE EDUCATION CENTER

Oakland, CA

#### **Project Director - Downtown TAY ([downtowntay.org](http://downtowntay.org))**

**2014 to 2016**

- As Program Director and founder of Downtown TAY (Transitional Age Youth), empowered young adult community (ages 15 - 27) by connecting them to culture, inspiring hope, promoting critical thinking, and cultivating creativity while supporting their overall health and wellness.
- Designed and implemented the “Sankofa Sessions,” to empower at-risk youth in their communities; developed full curriculum, conducted peer support trainings, provided mentorship, implemented health and creativity

workshops, delivered presentations, and secured on-going funding with County of Alameda Behavioral Health Care Services to run continued programs in Juvenile Hall.

- Drove development and operations of DT TAY programming, strategic partnerships and financial management.
- Provided case management and art therapy while implementing several successful programs, including urban gardening, creativity / art series, nutrition classes, and peer support groups that served 150 at-risk youth within first year.
- Created “Culture Broker Academy” which is a trauma-informed, social-change six week project designed to empower our youth to become “Culture Brokers” in their communities. This youth oriented strategy addresses the mental health needs and concerns caused by high levels of trauma in their communities. Through cultural knowledge taught in the Academy youth are able to increase their resiliency, learn to problem solve, and build confidence in making choices that support their wellness and healthy connections in their communities.

**Director of Special Projects**

**2013 to 2014**

- Successfully managed operations and relationships of HHREC’s contract with CBHN (California Black Health Network) regarding Covered California Initiative (Affordable Health Care Act), outreach, and education.
- Planned, coordinated, and promoted 50+ outreach events to advocate Covered CA.
- Managed team of 15+ outreach workers to host community wellness events and canvass within Bay Area, targeting under-served and African American communities.
- Developed relationships and delivered public & private presentations to local organizations, businesses, faith-based communities, and health care professionals to foster coverage and enrollment into health plans.

**Health Care Project Coordinator / Art Coordinator**

**2011 to 2013**

- Enrolled 70% of 1500 “hard-to-reach” consumers without medical benefits by co-developing outreach & advocacy plans with Alameda County Behavioral Healthcare community and associated agencies.
- Planned, coordinated, sponsored, and executed health & wellness events for agencies serving adult consumers within Alameda County; led four events, several trainings, and one promotional contest.
- Elevated community participation by designing and completing marketing collateral and partnering with broad range of medical and wellness professionals to provide multi-faceted, diverse curricula.
- Promoted health, wellness, and Art programs for TAY members of BHCS (Behavioral Health Care Services) via art training / projects and leadership development initiatives.
- As Project Coordinator of Alameda County’s “10 X 10” wellness campaign, promoted services, art activities, and policies that incorporated “Eight Dimensions of Wellness”; coordinated trainings and wellness event, and maintained website.

APOLLO PROGRAMMING INDUSTRIES

Los Altos, CA

**Business Development Manager**

**2004 to 2010**

- Forged successful strategic alliances with both domestic and international clients to increase revenues by average of \$300k per year.
- Developed and implemented internal policies & procedures in alignment with company mission and objectives.
- Ensured streamlined contract and proposal review and approval by creating processes; developed and secured profitable contracts with several Fortune 500 companies such as Sun Microsystems, Silicon Graphics, IBM, HP throughout Silicon Valley.
- Facilitated communication and strategies regarding financial planning, analysis, and forecasting by coordinating and leading meetings with key executives and stakeholders.
- Expanded market awareness by serving as keynote speaker and presenter at industry councils and conferences.

AT&T / SBC INTERNET SERVICES

San Ramon, CA

**Sr. IT Project Manager**

**2003 to 2004**

- Project Managed completion of extensive SBC / Yahoo merger within established timeline and budget parameters.
- Ensured achievement of short and long-term project milestones and objectives by developing customer profiles and technical documents while complying with corporate standards.
- Optimized financial and operations performance by analyzing IT budgets, conducting negotiations with internal AT&T IT Departments, developing outsourcing strategies, and managing vendor contracts and budgets.
- Critically managed all aspects of software system development and integration initiatives throughout full project lifecycle; duties include analysis, design, development, testing, implementation, and post-production support.
- Effectively collaborated with / liaised between key executives and stakeholders to ensure awareness of project deliverables, status, and lifecycle.

**Regional Director of Operations & Provisioning**

**1999 to 2003**

- Managed several teams within CA and NV regions for SBC Internet (DSL) Division, leading up to 1,0000 employees and 20 managers.
- Regularly hosted and reported to key executives regarding all levels of provisioning, Tech Support, HR, quality assurance and strategic issues.
- Managed budgets, analysis and reporting for multiple regions. Effectively collaborated and communicated with IT departments to implement effective system changes and development to ensure efficiency and manage release schedules.

**Operations Manager, DSL Division**

**1998 to 1999**

- Effectively managed teams and workgroups responsible for order management, provisioning and support of DSL product line and services.
- Developed critical procedures and methodologies for order flow, quality assurance, technical support and internal HR standards and proficiencies.
- Prepared budgets and conducted financial reporting to control expenses and magnify profitability.

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***EDUCATION & DEVELOPMENT***

Bachelor of Arts in Business - Dominican University - San Rafael, CA

*Artist, Poet, and Dual Scholar Athlete (Tennis and Basketball)*

*Received Mental Health Achievement Award 2015 from MHA (Mental Health Association) for outstanding work with young boys and girls of color in Alameda County.*