



**Tenisa Turner – Secretary/Treasurer**

**NorthWest Worship Center 2003-2008**

- Member - five years
- Established the Jr. High/Sr. High ministry
- Established community outreach through food distribution and salvation presentation
- Staff member and Co-Elder with Jeff.

**California Federal Bank 1998-2003**

- Facilitator in the Cy-Fair School district's mentoring program
- Sponsored a yearly Christmas luncheon and gift distribution
- Supported yearly donation drives for United Way and March of Dimes
- Directed internal fundraisers and managed the funds

**Trinity Ministries – Trinity Church of North Houston 1994 – 1997**

- Administrative assistant to Associate Pastor
- Maintained membership database
- Facilitated special events
- Children's Church rotating teacher.
- Secretary to the church's Cub Scout pack.
- Private Academy PTO president
- Substitute teacher
- Assisted the Administrator in creating the schools accreditation manual.

**Education**

- |  |                           |          |
|--|---------------------------|----------|
| • Cy-Fair College – Houston, TX            | Legal Office Management   | 2005     |
| • Tomball College - Houston, TX            | Principals of Management  | 2003     |
| • South Texas Bible College - Houston, TX  | Christian Psychology      | 1995-96  |
| • Morehead State University - Morehead, KY | 30 credit hours completed | 1979 -81 |

**Specialized Training Trinity Church**

- Elijah House Prayer Counseling
- Safety Training for Children's Workers
- Growing Kids God's Way (Parenting)
- Marriage Seminar – Ray Mossholder
- Church Leadership /Evangelism /Visitor Follow-up Training
- Ministry School – Tommy Barnett, Phoenix, AZ

**Training**

**Citifinancial**

- Truth in Lending, Fair Lending, Equal Credit Opportunity,
- Project Management, and Effective Communication

**California Federal Bank**

- Diversity in the Workplace
- Team Building
- The Indispensable Office Assistant