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MEDIA KIT 2023

From strategic planning to innovative solutions, our focus is always on building an efficient and results-driven relationship. We work with each of our clients individually creating a customized plan of action to better serve and suit their business needs.

TOTAL BUSINESS
ADVANCEMENT

01

ABOUT US

Total Business Advancement is a business strategy firm with over two decades of experience in organizational structure, project and program management, leadership development, and professional coaching.

OUR TEAM

Our founders, Teri Dunn and Sheila Austin, bring their skills and expertise in leadership and business from both nonprofit and for profit sectors to develop plans and solutions for aspiring and current business leaders and owners. We have a hands on, team based approach to the way we do things. Our clients are always heard and informed throughout any process.

02

03

OUR SERVICES

TBA offers a variety of services for nonprofit and for profit entities including but not limited to:

- Performance evaluations
- Leadership trainings
- Employee handbook development
- Standard operating procedures development
- Recruiting
- Virtual Executive Suites
- Audit Services

GOALS

TBA aspires to team with current and aspiring business owners to advance their goals. We understand the internal and external challenges associated with business and our proven processes remove the stress and guesswork. We seek to make business easier while increasing profitability and productivity.

04



TERI DUNN
CO-FOUNDER

Coupled with advanced education in communications and business administration, Teri brings over two decades of experience in the nonprofit industry. Her roles have included Director level positions where she was tasked with handling the operations of multi-team organizations with various functions, executive office roles where she managed seven figure budgets that had to be overseen and disbursed according to donor guidelines. Teri's expertise in leadership development, organizational structure management, business development, solutions based coaching, and advanced knowledge in business infrastructure makes her a huge asset to our clients.

SHEILA AUSTIN
CO-FOUNDER



Sheila's educational background in corporate communications and business administration allowed her to excel in the corporate arena for over a decade. She has held positions in Fortune 500 and 200 companies alike where her expertise in internal and external communications, program and project management, leadership development, and employee engagement were sharpened. As a co-founder of TBA, Sheila brings her knowledge in for profit business productivity, clarity in organizational operations, and focus on growth objectives. Her favorite approach to business is "seeing the end and working our way back to the beginning".