

Moneke Stevens – Acting Resume

Washington, D.C. / Maryland / Virginia area   
Phone: 202-409-3338 | Email: [moneked@gmail.com](mailto:moneked@gmail.com)

Height: 5’4” Weight: 158 Hair: Black Eyes: Brown

# Objective

Former federal professional with 36 years of experience in management and program analysis, transitioning into film and commercial work, and seeking opportunities in commercials, background, and stand-in roles where reliability, adaptability, and professionalism are valued.

# Professional Experience

* Department of Health and Human Services (2001–2025)

• Management & Program Analyst / COR III – Led executive-level projects, contract oversight, and high-profile program support.  
• Skilled at following precise instructions, meeting strict deadlines, and adapting quickly to changing environments.  
• Recognized for professional presentation, poise, and ability to work with diverse teams under pressure.

* Department of Veterans Affairs (2020–2022)

• Supervisory Executive Assistant (Detail) – Coordinated senior-level communications, strategic initiatives, and events.  
• Presented information clearly and professionally, with strong organizational and multitasking skills.

# Training

• Public Speaking & Presentation (Federal Leadership Programs)  
• On-Camera Presence (Self-Study, Ongoing)  
• Featured in a local news segment, also starred in a kidney transplant documentary with my husband, which is shown at Georgetown University Hospital and other regional hospitals

# Skills & Attributes

• Professional demeanor, punctual, detail-oriented  
• Comfortable in structured and high-pressure settings  
• Public speaking, presentations, event hosting  
• Adaptable look for professional, every day, commercial roles  
• Open to stand-in, extra, and commercial opportunities  
• Participated in local plays at my church

# Special Notes

• Eligible for work in the U.S.  
• Based in Washington, D.C. metro area – available for Maryland / Virginia / D.C. projects  
• Flexible weekday availability (8:00 AM – 3:30 PM, or note availability)