**JENNIFER ANDERSON**

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**PROFESSIONAL SUMMARY**

**Top Secret Security Clearance**

Experienced leader with 20 years of progressive administrative and management roles within the U.S. Navy.

Excellent analytical, problem solving, process improvement and project management skills. Recognized for improvements in safety and compliance with regulatory guidelines saving money and for leading trainings achieving a high level of success.

**WORK EXPERIENCE**

**Company Safety Officer** 2017 -2019

United States Navy, Port Hueneme, CA

* Implement, revise, and create instructions updating administrative processes and coordinate six external inspections; received 100% pass rate on previously failed ready to deploy evaluation (RDE)
* Conduct quarterly unit safety inspections and daily spot checks to identify and correct major safety equipment and process deficiencies resulting in turnaround in safety, equipment operational readiness and overall unit compliance
* Establish and manage all facets of Command Navy Occupational Safety & Health (NAVOSH) program which includes evaluating health and safety practice and procedures for risk assessment and following legal guidelines, monitoring employee conformity to safety laws and policies
* Create and implement workplace health and safety plans and procedures; inspect equipment for unsafe workplace conditions; suggest solutions, improvements and prevention steps for safety issues·
* Liaise with base entity overseeing each program to conduct in-depth review of safety program and inspection resulting in command moving from failing grade on Naval Base Ventura County (NBVC) wide inspections to passing no major findings and minimal recommendations
* Received Naval Construction Group One safety award over against five well-established commands

**Master Scheduler, Training** 2016 - 2017

United States Navy, Port Hueneme, CA

* Executed successfully 2016/17 Fleet Response Training Plan for 581 sailors fulfilling 4,400 skills, and navy enlisted classification (NEC) requirements through 165 tactical/technical classes ensuring command was completely trained to deploy and complete required work
* Collaborated with command and training command to create class schedule, rosters ensuring attendance and certification
* Enhanced battalion’s readiness to support Major Combat operations/ Humanitarian Assistance and Disaster Relief (MCO/HADR) requirements leading to praise from Immediate Superior in Command (ISIC) evaluators
* Led aggressive 12 month homeport training plan for 580 Sailors, comprised of 165 classes and 4,500 seats annually, each homeport required different training plan based on jobs specialties and command requirements
* Submitted rosters to overseeing training command weekly; ensured all prerequisites were met for each student and arranged resources; supervised staff of five
* Reviewed for eligibility 178 formal school requests in preparation for FY17 Pacific Area Command (PACOM) deployment and FY18 Fleet Readiness Training Plan resulting in command reaching its highest unit attainment in five years

**Operations Officer**  2014 - 2016

United States Navy, Port Hueneme, CA

* Resourced labor efforts of 120 personnel across four exercises for Pacific Partnership and Balikatan 2015, and 2.5K man-days of construction projects and Officer in Charge- Discretionary (OICD) projects valued at $1.5M
* Maintained seven separate commands across Okinawa; directly contributed to PACOM success
* Managed office staff of five personnel leading an aggressive training plan for 580 sailors; supported Training Director

**HVAC/Electrical Instructor** 2011 - 2014

United States Navy, Wichita Falls, TX

* Taught 352 hours of technical instruction to 140 Navy and Air Force students
* Served as an Assistant Instructor and for 680 hours to 86 Electrical systems apprentice students resulting in a 98% pass rate

**Facilities Building Supervisor**                                        2008 - 2011

Joint Expeditionary Base Little Creek, Fort Story, Virginia Beach, VA

* Supervised and planned four ISIC monitored projects including EOD (Explosive Ordinance Disposal), crab emblem modification, installation of three ventilation fans, electrical upgrades to two 40’connex storage areas and 150 electrical work requests
* Processed 82 purchase requests forms totaling $120K
* Completed 17 work requests totaling 200 man-hours saving the command $6,000 in costs
* Tracked and managed 25 trouble calls on electrical components totaling 60 man-hours; saving command $500K on labor costs
* Updated Lock-out/Tag-out program ensuring 100% accuracy and safety for all shop personnel
* Led four personnel in installing power supply for 230/460V Air Compressor and four wall mounted shop fans securing completion of complex electrical projects
* Utilized non-skilled labor for installation of 200 ft. of conduit and 60 ft. of wire in completion of both projects with outstanding results

**EDUCATION**

**Master of Divinity** 2022

Fuller Theological Seminary- Pasadena, CA

**Bachelor of Arts, Liberal Arts** 2014

Thomas Edison State University – Trenton, NJ

**Associate of Science, Electrical Technology** 2008

Thomas Edison State University – Trenton, NJ

**TRAINING**

**OSHA (280 hours)**

University of California San Diego

**Safety Training (240 hours)**

Naval Safety Center

**VOLUNTEER**

Lighthouse for Women and Children Shelter 260 hours

**AWARDS**

Top Performance Award (2)

Navy Commendation Medal

Navy Achievement Medal (3)

Joint Service Achievement Medal