**Jennifer Lacey Anderson**

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Dear Potential Investors,

I hope this message finds you well. I am submitting my resume and qualifications. I have significant experience implementing and managing training programs and procedures directed by commanders. My background also includes significant safety experience including completing over 200 hours of OSHA and Safety Training. I am well positioned to manage training, safety, and OPSEC programs.

While serving as the Master Scheduler, Training I was the driving force behind the battalion’s successful execution of 2016/17 Fleet Response Training Plan. This required managing the command training plan. I worked with the entire command and the training command to set up a schedule for classes and to setting up rosters from various units within the command. Consistent monitoring to ensure the command was on track to meeting those requirements was necessary as well as taking advantage of different opportunities for specialty training. I was able to meet the goal of a completely trained to deploy command.

As an Operations Chief, a position exceeding my pay grade, my leadership efforts supported Training Director and manage an aggressive training plan for 580 sailors. In addition, I have taught training courses. As an Electrical Instructor, I skillfully provided 352 hours of technical instruction to 140 Navy and Air Force students. I also had 680 instructor assistant hours with 86 Electrical systems apprentice students which resulted in a 98% pass rate.

I have completed 2 weeks of Journeyman Instructor Training and received my Master Training Specialist qualification listed on the attached DD214.

Thank you for your time. I feel my experiences in training and programming will make a significant impact on your team. Please contact me via phone or email. I hope to hear from you soon.

Sincerely,

Jennifer Anderson