

HIGH – RISK TRAINING INSTRUCTOR

High – Risk Training Instructor with a Secret Security Clearance and over 10 years of proven experience in professional development and training, medical operations management, curriculum development, and instructional strategies. Possesses a comprehensive background in human resources, talent acquisition, team collaboration, and process improvement. Adept at analyzing organizational mission and priorities in high – risk environments, implementing policies and procedures to streamline efficiency, and collaborating with cross – functional and dynamic teams. Career supported by a Bachelor of Arts (BA) in Homeland Security and a Master of Arts (MA) in Homeland Security.

- Operations Management
- Recruitment Policies
- Analytical Reasoning
- Human Resources Operations
- Risk Analysis | Mitigation
- Training Development
- Professional Development
- Process Improvement
- Strategic Communications

PROFESSIONAL EXPERIENCE

United States Navy | Various Locations **High – Risk Training Instructor**

2011 – Present

Led, instructed, and supervised the training of 300+ special operations medical candidates.

- Led 100+ hours of high – risk training across 63 topics; developed adaptive, agile, balanced, and innovative leaders responsible for executing organizational objectives and enhancing departmental efficiency
 - Instituted long – range training plans that contributed towards strategic plans for organizational business processes and improvements
 - As department’s most qualified trainer, mentored and trained four new instructors for high-risk competencies and evaluated two master trainer candidates, resulting in their successful completion of curriculum.
- Supervised the daily operations of 9 senior staff members and 167 students, leading to a 21% increase in manning across three separate career fields.
- Authored company SOP, standardizing strength and conditioning instructors’ prerequisites prior to onboarding at current location.
- Collaborated with operational teams to define business requirements for organizational processes; achieved productivity standards and adhered to accuracy standards
- Offered data – driven recommendations aligned with overall company strategies; prioritized continuous process improvement initiatives
- Awarded certificate of achievement by the U.S. State Department for volunteer role working as an Executive Officer for the Department of Veterans Affairs.
 - Directly assisted in the creation, launching, and publishing of social media material for veterans

Training and Readiness Manager

Developed, updated, and maintained a database of existing and future training for 140 personnel deployed throughout the Middle East and Pacific Ocean.

- Analyzed current business plan, identified inefficiencies in existing processes, and tracked performance following implementation of improvements
- Assisted medical providers in delivering quality healthcare, resulting in departmental readiness above 96%; trained and assisted with employee readiness standards, resulting in a 99% pass rate
- Coordinated 3 Employee Resource Groups (ERG); fostered employee engagement and strengthened organizational cohesion
 - Resolved conflicts and negotiated agreements between parties to reach win – win solutions to

disagreements and clarify misunderstandings

- Served as Suicide Prevention Coordinator; provided mentorship and counseling by presenting mental resilience topics to support organizational mission and values
- Facilitated the acquisition of medical equipment totaling \$480K; ensured equipment was 100% mission capable, properly serviced, and operational for all organizational objectives
- Instructed 8 Basic Life Support classes and trained personnel on emergency medicine protocol; qualified 110 personnel and provided dive medicine services to foreign partners
- Authored 2 Medevac plans and provided medical coverage that improved medical readiness and operability
- Delivered quality healthcare to 132 personnel including 452 patient encounters; maintained departmental readiness standards above 93% and 100% medical readiness for 143 personnel
- Procured \$313K in essential medical consumables and equipment, resulting in an Above Standards assessment score; led department to a zero discrepancy score on departmental inspection program
- Provided hyperbaric medicine support for 2,160 personnel across internal and external agencies; authored emergency medical evacuation plans and provided medical coverage for joint diving operations
- Hand – selected to provide medical care for Mobile Diving and Salvage agency; knowledge of expeditionary fundamentals and tactical field care were instrumental in employee certification
- Collaborated with cross – functional teams to conduct thorough discovery and due diligence on existing processes resulting in increased employee productivity

Senior Medical Specialist

Provided sustained logistical support for personnel capable of rapid international deployments to hostile and austere environments in support of tactical operations.

- Led a team of 3 personnel in the execution of 1,200 patient encounters and 10 health screenings with 100% accuracy; submitted 120 sick and injured reports, ensuring 100% accountability
- Administered \$12K worth of immunizations, 30 Physical Health Assessments, and 20 HIV lab tests; resulted in a 92% medical readiness rating for 600 personnel
- Orchestrated quality assurance programs to enhance performance and achieve superior medical readiness standards; demonstrated a strong commitment to quality care through continuous training and development
- Executed well – informed critical decision making in high – pressure situations; enforced policy and procedural directives to meet organizational directives
- Conducted training and change management processes to improve operations; streamlined efficiency and implemented process improvements that increased productivity

EDUCATION | CERTIFICATIONS

Master of Arts (MA) Homeland Security | George Washington University

Bachelor of Arts (B.A.) Homeland Security | American Military University

Specialized Military Training:

EOD Leadership Phase II

Basic Life Support Instructor | Basic Life Support | American Red Cross

TECHNICAL COMPETENCIES

Software: Microsoft Office Suite 365

Operating Systems: Mac | Microsoft Windows