

JESSICA L. LIND-LAMOUREUX

4240 7th Street North East, Columbia Heights, MN 55421
Cell: 952-239-7851 Email: Jess.LLamoureux@gmail.com

Senior Operations Analyst

Mission: provide expert analysis and superior performance to ensure integrity of the company's mission

Professional Experience

July 2006-Present Intelligence Operations Analyst, U.S. Air Force Reserves

October 2010-Present Senior Operations Analyst, Headquarters Air Mobility Command (AMC), Scott AFB, Illinois

Scope: Lead an executive level Intel team supporting military, commercial, and medical worldwide air operations, monitoring and ensuring compliance of FAA and AMC protection policies, preemptively identify problems maximizing operational efficiency

- Shortened critical information delivery from seven days to twelve hours by creating internal communication processes to Executive Strategic Planning groups
- Saved over \$2M of US and international aircraft, equipment and multiple lives by investigating and analyzing multi-departmental and international reporting processes
- Ensured successful execution of 72,000 independent global operations moving 1.05M passengers and 348,000 tons of cargo through traffic analysis and risk mitigation
- Implemented new systems process, and developed training program, for Oracle/MS Excel flight monitoring database which served as new benchmark for all Senior Operations Analysts

July 2006-October 2012 Chief of Squadron Intelligence, 934th Operations Support Squadron, Minneapolis, Minnesota

Scope: Led 13 analysts, developed and trained analysts on combined statistical/analytical methodologies, quality assurance, trend analysis, executive presentations, and Department of Defense classified protection regulations and international laws to prepare for worldwide operations support

- Updated European theater standard operation process training for 130 personnel through infrastructure system design and SWOT analysis
- Improved Middle East situation analysis tool through collaboration with an international intelligence focus group
- Achieved 100% compliance of internal and external programs and policies by analyzing external regulatory audits, leading to Commendation medal
- Enhanced security 40% by overhauling internal communications and cryptographic security procedures
- Responsible for creating and auditing processes to align a 1300 person unit with overall military strategy to ensure unit response readiness

March 2008 – September 2008 Executive Assistant I, Tax Department, Best Buy Inc., Minneapolis, Minnesota.

Scope: Managed calendars, travel arrangements, expense accounts and organized daily administrative duties for interim Vice President of Tax, three senior directors, and 50 employees

- Cut computer rental costs by \$12,000 per month by developing a new computer inventory tracking system in MS Excel
- Received accolades from international tax executive for creation of professional PowerPoint presentation resulting in clear and concise communications between international merger parties
- Enhanced labor decision making to V.P. by updating Visio organizational chart providing accurate diagram of current employee positions

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September 1997 – July 2006 Administrative Manager, 934th Operations Support Flight Commander Support Staff, Minneapolis, Minnesota

Scope: Supervised and trained two member staff on human resource/administrative programs, policies, and information security management; analyzed manpower levels; maintained 54 members files, and readiness requirements

- Awarded Commendation medal for 60% improvement in employee performance regulatory reporting through developing of new compliance communications
- Earned an Achievement medal for managing, and accounting for over \$700K of inventory to ensure compliance with Department Of Defense and Air Force strategic plans
- Improved long range strategic planning 40% by spearheading labor shortage problem for Middle East contingency operations

June 2011 – Present Registered Yoga Instructor, Yoga Alliance; Minneapolis, Minnesota. Self employed
Scope: Led students through yoga postures to reduce stress and ensure the physical safety of the students

- Analyzed cultural issues and behavioral states of troubled teens to help train behavior and impulse control through yoga and art at the Purusha Project
- Expertly led and presented various trainings for prenatal, gentle flow and Vinyasa yoga at the University of Minnesota and Minneapolis Community Education
- Analyze physical and mental disabilities to effectively communicate stress management and safe yoga practices for Minnesota Veterans Affairs clients

Other Experience and Education

- Proficient in Excel, VISIO, Google Earth, classified security software, PFPS software, and MANPER-B, MICAS, LOGMOD databases
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Windows and MAC computer operating systems and programs
- Skilled with methods of quantitative/qualitative analysis including AFSO21/Lean-Six Sigma, IPB/Military Intelligence process analysis, Lockwood Analytical Method of Prediction, Delphi method, qualitative empirical data analysis, SWOT
- Experience with Access and Share Point
- Experience with JPAS and e-QIP and have an active JPAS account
- 2010 Master's of Arts in Strategic Intelligence with Honors– emphasis on intelligence analysis
- 2005 Bachelor's of Arts in Spanish – emphasis on Spanish linguistics
- 2007 Air Force Intelligence Officer Analyst Course (19 month program)

Awards and Recognition

- Air Force Commendation Medal, 2004, 2011
- Air Force Achievement Medal, 2004
- Air Reserve Forces Meritorious Service Medal, 2002
- Received 22nd Air Force Compliance Inspection chief coin for outstanding work on several programs during 2010 compliance inspection
- Intelligence Section received Excellent at 2008 Air Mobility Command Operational Readiness Inspection
- Air Force Noncommissioned Officer Professional Military Education Graduation Ribbon
- Certificate of Appreciation from White House Communication Agency for support of Communications Staff and Secret Service during Presidential visit to Minneapolis
- Lt. Col. David J. Gerken, 934 Operations Support Flight Commander's Letter of Appreciation
- Certificate of Appreciation, Major General Wallace W. Whaley, Director of Operations of Headquarters Air Force Reserve Command for excellent performance in the Aerospace Expeditionary Force Cell