

JENNIFER LINDSEY

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Tenacious Task Master & Trusted Agent with International experience supporting military Generals, Admirals, and high-level civilian leaders in fast-paced, sensitive environments.

Accomplished writer, researcher, and strategic communicator accustomed to special assignments managing high-profile projects in Department of Defense Special Operations arena.

Detail-oriented, discreet team player understands importance of listening to direction and accepting feedback.

Former TV line producer & self-starting quick study knows what needs to happen next and takes action.

Education

M.A., International Relations, Webster University, December 2014
B.S., Journalism, University of Kansas - Minor in Spanish
Active Top Secret/SCI Clearance ♦ Veterans Administration Clearance

Skills

MS SharePoint, Word, PowerPoint, Excel, Project, Adobe Pro, InDesign, Corel Draw
Ethical Hacking, Intrusion Detection Analysis, Information Assurance, Cyber Security Principles

Professional History

Special Assistant to Rear Admiral/Senior Flag Writer, U.S. Special Operations Command

North America

Selected by Navy SEAL Admiral to overhaul command group for \$50+ million special ops command with Mexican SOF. Initiated daily team huddles, captured notes and due outs, and produced detailed status reports for staff & senior leaders. Designed marketing strategies to secure buy in from stakeholders in D.C. and interagency partners; FBI, CIA, State Dept. Promoted open-line communications via media releases, one pagers, brochures, and targeted e-mails. Conducted trend analysis and briefed detailed intelligence reports on terrorist threats in Mexico and South America.

Sr. Intelligence Analyst, U.S. Central Command

MacDill AFB, FL

Performed media research and trend analysis; produced security and intelligence products for open source cell. Identified threats and delivered detailed reports itemizing implications to national security and operational missions. Tracked trends in social media, Internet databases, academic reports, and international business sources. Prepared senior leader briefing materials; worked with subject matter experts, cultural experts, and linguists. Captured intelligence/operational requirements and produced detailed documentation.

Intelligence Liaison to Commanding General, U.S. Special Operations Command Africa

S. Africa/Europe

Successfully arranged for General to receive regular Presidential Daily Briefings via CIA channels. General required me to sit in & capture relevant command info. Only 8 staffers worldwide had access to this information. Performed research, analysis, and multimedia exploitation for senior-level national security products. Managed staff intel training events, edited course catalogs, tracked completions, and ensured consistent delivery. Created directorate documentation library including regulations, policies, procedures, and task management tools. Developed Time Sensitive Planning (TSP) products based on operations requirements in response to real-world crises. Produced intelligence support to leaders and field operators during real-world uprisings in Cote D'Ivoire and Libya. Wrote scripts, edited road-to-war scenarios, and prepared media releases for military exercises. Proofread and revised senior leader briefings and presentations.

Executive Assistant, 2-Star General Chief of Staff U.S. Africa Command

England/Germany

Handpicked by Air Force Fighter Pilot General to stand-up and manage executive office for new military command. Controlled executive calendar and schedule syncs, logged incoming calls and correspondence, created detailed database to track official memorandums and Secretary of Defense directives. Handled foreign/domestic travel and lodging arrangements. Orchestrated all moving parts associated with special events, appearances, seminars, and directorate symposiums. Directed congressional delegation visits to include travel visas, physical security, and VIP accommodations. Researched relevant information for visitors, conferences, and events. Created detailed cheat sheets to give General upper hand with complete situational awareness.

Previous Experience - Television News Producer, ABC, NBC, FOX - Kansas City & San Diego