

Meadow Barrett

Emergency Preparedness Training and Exercise Coordinator

☎ (912) 555-3074 ✉ meadow.barrett@example.com

🌐 linkedin.com/example/meadowbarrett 📍 Savannah, GA 31401

STRENGTHS

- 👥 **Exercise facilitation**
Guided tabletop and functional exercises with clear objectives, practical scenarios, and useful evaluator feedback.
- ✅ **Compliance records**
Kept NIMS attendance and training records current in SharePoint and Excel, catching gaps before reviews.
- 🗣️ **Partner communication**
Built trust across healthcare and government groups; partners sought clear answers during time sensitive planning.
- ♥️ **Improvement planning**
Turned after action observations into assigned follow up, giving leaders a clearer path forward.
- 📖 **Adaptive instruction**
Adjusted workshops for different audiences and learning needs, helping participants stay engaged and prepared.

SKILLS

Emergency preparedness

Emergency management

Public health preparedness HSEEP

NIMS Training needs assessment

Hazard vulnerability analysis

Exercise planning Facilitation

Evaluation After action reports

Improvement plans

Corrective action tracking

Continuity of operations

Curriculum development

SUMMARY

Emergency preparedness training and exercise professional with seven years supporting public health readiness, **emergency management**, instructional programs, and multiagency exercises. Translates hazard vulnerability findings and **capability gaps** into practical training priorities, HSEEP aligned exercises, **after action reports**, improvement plans, and tracked corrective actions. Applies NIMS principles across compliance monitoring, exercise design, response coordination, continuity planning, and preparedness documentation. Facilitates workshops, tabletop exercises, functional exercises, **after action discussions**, and partner meetings for public health, healthcare, government, emergency management, and community audiences. Maintains accurate records through Microsoft Word, Excel, SharePoint, and electronic reporting systems. Brings sound judgment with sensitive operational information and can help strengthen preparedness capabilities, partner readiness, and community resilience.

EXPERIENCE

Senior Emergency Preparedness Training Specialist

Coastal Plains Health Collaborative 📅 January 2024 - Present 📍 Savannah, GA

Leads districtwide public health training, exercise design, compliance tracking, partner coordination, and preparedness improvement work across changing operational priorities.

- Aligned district training calendars with hazard findings and **public health** readiness priorities.
- Built HSEEP aligned tabletop scenarios with objectives, materials, and evaluation tools.
- Reconciled **NIMS** completion records in SharePoint before reporting deadlines.
- Converted evaluator notes into **after action reports** and **improvement plans**.
- Tracked **corrective actions** and routed procedure updates after exercises and incidents.
- Adjusted facilitation for healthcare, government, **emergency management**, and community participants.

Emergency Preparedness Coordinator

Piedmont Community Health Network 📅 January 2022 - December 2023 📍 Macon, GA

Managed preparedness education and exercise activities across community health sites, connecting compliance records, continuity procedures, partner engagement, and improvement planning.

- Prioritized site training schedules using hazard vulnerability findings and **capability gaps**.
- Developed functional exercise materials that gave participants clear response decisions.
- Maintained NIMS **attendance records** in Excel and SharePoint for **compliance** reviews.
- Facilitated after action meetings and documented improvement priorities for program leaders.
- Assigned **corrective actions** and monitored follow up through completion.
- Communicated preparedness changes across healthcare, **public health**, and **emergency management** partners.

Training and Exercise Specialist

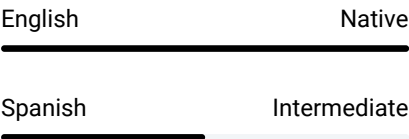
Riverbend Emergency Management Partnership

📅 July 2020 - December 2021 📍 Augusta, GA

Delivered **emergency preparedness** instruction and exercise support for government and **community partners**, with focus on practical learning, evaluation, documentation, and response readiness.

- Delivered preparedness instruction for government and community partner audiences.
- Translated capability gaps into practical workshop topics and learning materials.
- Supported **HSEEP exercise planning** through scenarios, objectives, and facilitator guides.
- Recorded participant attendance and NIMS completion information for program reporting.
- Led **after action discussions** that clarified response strengths and improvement needs.
- Updated continuity **procedures** using lessons from exercises and real events.

LANGUAGES



MY CAREER



- Senior Emergency Preparedness Training Specialist at Coastal Plains Health Collaborative (2.8 Years)
- Emergency Preparedness Coordinator at Piedmont Community Health Network (1.9 Years)
- Training and Exercise Specialist at Riverbend Emergency Management Partnership (1.4 Years)
- Training Program Specialist at Lowcountry Preparedness Council (8 Months)

Training Program Specialist

Lowcountry Preparedness Council 📅 October 2019 - June 2020 📍 Charleston, SC

Coordinated instructional logistics for emergency preparedness courses while supporting exercise documentation, records management, partner communication, and continuous improvement activities.

- Scheduled **emergency preparedness** courses around partner availability and operational needs.
- Prepared **presentations** and **instructional resources** for varied learning preferences.
- Supported tabletop exercise logistics, participant materials, and evaluation documentation.
- Maintained **training records** and **compliance** files using Microsoft Office tools.
- Captured after action observations and organized improvement plan documentation.
- Coordinated communication among **public health**, government, and community participants.

PROJECTS

Regional Respiratory Outbreak Exercise 📅 2024

Coordinated a practical exercise that tested public health communication, healthcare coordination, continuity procedures, evaluation methods, and corrective action planning.

Community Resilience Workshop Series 📅 2023

Developed workshops for community partners, adapting preparedness instruction, presentations, discussion activities, and resources for varied audiences.

LEADERSHIP & AWARDS

- Recognized for dependable coordination of districtwide preparedness training and exercise schedules.
- Commended for converting exercise observations into clear improvement plans and completed corrective actions.
- Selected to facilitate partner discussions involving public health, healthcare, government, and emergency management stakeholders.

EDUCATION

Bachelor of Science in Emergency Management

Savannah State University 🎓 GPA: 3.5 📅 2019 📍 Savannah, GA

Coursework: *Emergency planning, public health preparedness, disaster response, organizational continuity*

CERTIFICATIONS

- FEMA Professional Development Series 📅 2020
- FEMA IS 100, IS 200, IS 700, and IS 800 📅 2019
- Homeland Security Exercise and Evaluation Program Training 📅 2021

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- **Collaboration Platforms:** SharePoint, electronic records, shared calendars
- **Emergency Management:** NIMS, FEMA IS 100, FEMA IS 200
- **Exercise Methodology:** HSEEP, tabletop exercises, functional exercises
- **Preparedness Analysis:** Hazard vulnerability analysis, capability gap assessment, emerging risk review
- **Training Development:** Curriculum development, instructional resources, adult learning
- **Exercise Evaluation:** Exercise objectives, evaluation tools, facilitator documentation
- **Improvement Planning:** After action reports, improvement plans, corrective action tracking
- **Continuity Planning:** Continuity of operations, emergency procedures, preparedness plans
- **Public Health Practice:** Public health preparedness, emergency response, community resilience
- **Records Management:** Training records, attendance records, compliance documentation
- **Stakeholder Engagement:** Healthcare organizations, government agencies, community partners
- **Communication Delivery:** Presentations, workshops, training sessions

- **Reporting Practices:** Compliance reporting, preparedness reporting, exercise documentation
- **Facilitation Methods:** After action discussions, partner meetings, group facilitation

PROFESSIONAL AFFILIATIONS

- Public health preparedness partner network participant supporting shared readiness activities.
- Emergency management collaboration forum contributor focused on exercises, continuity, and community resilience.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST