

Nafrettifi D. Griffin

Hiring Authority Eligibility: Schedule A

Veterans Preference: 10 points – 30% or higher compensation

Clearance: TS/SCI Security Clearance w/CI Poly

OBJECTIVE

To obtain a full time position within the intelligence, education, technology and/or business management community.

SUMMARY OF QUALIFICATIONS

Highly motivated professional with over nineteen years of combined military and civilian experience encompassing a diverse range of professional development to include: Key Management Infrastructure (KMI), Instructional Design, Business Finance, Signal Collection and Analysis (SIGINT), High Frequency Direction Finding (HFDF), Equal Opportunity (EO), personnel management, recruiting, resource management, networking, collection management, and information reporting.

PROFESSIONAL EXPERIENCE

DeNOVO Solutions

2017- Present

Training Specialist/Instructional Designer

- Conducted over 400 hours of Key Management Infrastructure training to military, civilian and foreign nationals resulting in a 98% graduation rate.
- Served as a primary training instructor on matters pertaining to day-to-day training; managed course offerings, enrollments and additional registrar activities to support students with key management infrastructure.
- Prepared training content for implementation on the learning management system; created web-based training materials/courses, test curriculum/applications; training led games and provided reports, narratives, statistical charts and graphs as they pertain to projects and programs.

Business Manager

- Highly effective and experienced with automated Financial/Accounting and Acquisition system (FACTS), assisted mission managers and technical leads in the formulation and coordination of program/budget estimates, acquisition plans and acquisition documentation.
- Developed bases of estimates (BOEs), Earn Value Management (EVM), and Work Breakdown Structure (WBS) for contracts; planned and managed the overall efficiency and effectiveness of assigned operations and communicated the Agency's strategic plan, mission, vision, and values to employees within the organization.
- Planned, coordinated, and executed acquisition activity to meet customer requirements by analyzing the cost, schedule, performance, and system supportability for multiple contracts for developing reports.

TASC**2008-2012***Instructional Designer/Training Manager*

- Designed, developed and implemented standard “how to” training programs involving SIGINT operations using the ADDIE process, computer software application and equipment operations resulting in an 80% increase in job performance.
- Designed and developed guidelines, online tutorials, job aids, SOPs, JQs, FAQs, and procedures for the use of learning delivery systems, applications and tools.
- Appointed as subject matter expert on multiple projects to develop training plans, training materials, presentations and delivery methods with an emphasis on educational technology and blended delivery formats for use as course materials.
- Created engaging, visually stunning training modules; introduced the use of alternative learning methods to include visual aids, e-learning, interactive role-playing, games and simulations to enhance work productivity.
- Developed and maintained a new multi-use database that allowed quick access to training information and ease of understanding; streamlined training efficiency by 85%.
- Collected and provided metrics, feedback, and reports regarding learning delivery systems and training materials; assisted users on learning delivery systems, applications and tools.

United States Army**2012-2016***Program Manager*

- Created and managed the execution of a \$2.2M budget and served as the liaison between multiple Departments of the Defense agencies supporting requirements to fill critical mission gaps, which increased NSA’s ability to produce various mission products by over 60%.
- Subject matter expert (SME) concerning acquiring coordinating, and supporting all facets of SIGINT leveraging contingency support for intelligence agency requirements.
- Served as project manager for the coordination of the recruitment and career development of over 50 Army Reserve Soldiers with the appropriate language or analytic abilities and skills to fill personnel requirements for critical missions.
- Assisted Employment Equal Opportunity Advisor (EOA); responsible for organization obtaining training goals prescribed by the Department of the Army and the Department of Defense.

United States Army**2007-2008***Signals Intelligence Analyst*

- Served as a manager of the Geospatial (GEO) team performing analysis and reporting of time sensitive, critical intelligence in direct support of tactical operations within the National Security Agency.

- Developed targets by identifying, selecting, prioritizing and extracting foreign intelligence and technical information; researched target communication systems and networks using metadata analysis.
- Exploited new communications while documenting methodology and performing product quality control.

EDUCATION

- Ashford University – Clinton, IA
Masters of Business Administration, Human Resources Management, 2012
- University of Maryland University College – College Park, MD
Bachelor of Science, Management Studies, Minor Human Resources, 2010
- Anne Arundel Community College - Arnold, MD
Associate's Degree in General Studies, 2008
- Howard Community College – Columbia, MD
Microsoft Access Level 1, 2010
- Anne Arundel Community College- Arnold, MD
Microsoft Access Level 2, 2010

RELEVANT TRAINING AND CERTIFICATES

- OFFICER LEADERSHIP COURSE
- LEADERSHIP AND MANAGEMENT DEVELOPMENT COURSE
- LEADER DEVELOPMENT COURSE
- ADVANCED SKILL TRAINING
- INTRODUCTORY MILITARY TRAINING
- ARMY RESERVE CAREER COUNSELOR COURSE
- EQUAL OPPORTUNITY LEADERS COURSE
- UNIT PREVENTION LEADER COURSE
- UNIX/SOLARIS/OILSTOCK
- MICROSOFT OFFICE (Word, Excel, Access, PowerPoint)