

Jeremiah Cook, Training and Exercise Coordinator

Indianapolis, Indiana 46203, United States, (317) 556-7155, kc9cqj@gmail.com

LINKS

[LinkedIn Profile](#)

PROFILE

Results-driven Training and Exercise Coordinator and Fire/EMS educator with 12+ years of logistics and planning experience supporting a large metropolitan thirdservice EMS agency. Expert in curriculum and assessment design, blended and elearning development, and delivering highimpact training for diverse learners across secondary, postsecondary, volunteer, and career settings. Proven track record coordinating complex massgathering operations and multiagency exercises, improving course enrollment (doubled EMS program enrollment in year three), and serving as a technical liaison and compliance subject-matter expert.

EMPLOYMENT HISTORY

Jul 2023	EMS Instructor, Metropolitan School District of Pike Township	Indianapolis, Indiana
- Designed engaging EMS curriculum for diverse student groups. - Co-instructed essential CPR/AED certification courses. - Developed industry-aligned assessments and course materials. - Promoted dual-credit opportunities for enhanced student learning. - Cross-trained as a fire, emergency medical services, and telecommunication educator. - Improved student enrollment; doubled enrollment from my second year to my third year of service.		
Apr 2011 — Jul 2023	Inventory Systems Specialist, Indianapolis EMS	Indianapolis, Indiana
- Key figure in the Logistics Section of a high-volume, metropolitan EMS service. - Optimized inventory management processes, enhancing stock efficiency. - Delivered comprehensive support, improving operational effectiveness. - Coordinated critical supply logistics, ensuring timely distribution. - Served as a subject matter expert in respiratory protection and compliance. - Participated in almost every major mass gathering medicine event in my 12-year tenure, ending as the Accountability Officer for the 500 Festival Parade for the last three years at the agency. - Assisted in the implementation of the Geotab fleet telematics system to maintain provider accountability and safety. - Participated in Logistics Task Force 40, supporting the Indianapolis Super Bowl; technology liaison to the regional hospital task force. - Member of the Highly Infectious Disease response team; deployed on two occasions at the request of the Indiana State Department of Health. - Worked with many different EMS offices and providers across Indiana Healthcare Preparedness District 5. - Worked as part of the Indiana Department of Transportation's Traffic Incident Management Task Force.		
Apr 2023 — May 2023	Lieutenant, Gregg Township Fire Department	Monrovia, Indiana
- Promoted to Lieutenant in Operations Division. - Led effective emergency response initiatives. - Coordinated training programs for operational excellence.		
Sept 2021 — May 2023	Training Division Coordinator, Gregg Township Fire Department	Monrovia, Indiana
- Spearheaded monthly fire training, ensuring comprehensive skill development. - Evaluated training gaps and tailored curriculum to address departmental needs. - Championed professional development initiatives, improving compliance and performance.		
May 2018 — Mar 2023	Technology Director, Indiana Fire Instructors Association	Indianapolis, Indiana
- Delivered technical support for annual conference and professional development programs. - Conducted seminars to train educators on digital tools and best practices. - Enhanced digital learning experiences through innovative content design.		
Sept 2019 — Jan 2021	Firefighter/EMT, Vernon Township Fire Department	Fortville, Indiana
- Supported emergency responses as backstep firefighter and EMT. - Coordinated crew activities to ensure efficient operations.		

Nov 2018 — Jul 2019	Instructor I and Instructor II/III Front-End Coach, Fire and Public Safety Academy Training System, Indiana Department of Homeland Security	Indianapolis, Indiana
	- Facilitated access to training resources, improving instructor effectiveness. - Conducted regular reviews of course content, maintaining high standards. - Provided ongoing support, fostering a collaborative instructional environment.	
Jun 2017 — Jul 2019	Fire Training Contractor, Fire and Public Safety Academy Training System, Indiana Department of Homeland Security	Indianapolis, Indiana
	- Spearheaded program development, increasing training capacity. - Created innovative e-learning materials, improving learner engagement. - Expanded reach through YouTube content, facilitating wider access.	
Jan 2016 — Nov 2018	Secretary, Brooklyn Volunteer Fire Department, Inc.	Brooklyn, Indiana
	- Streamlined record-keeping processes to enhance efficiency. - Improved accuracy of emergency contact data through regular updates. - Facilitated communication between departments and external partners.	
Jan 2016 — Nov 2018	Lieutenant/EMS Branch Director, Brooklyn Volunteer Fire Department, Inc.	Brooklyn, Indiana
	- Directed high-volume EMS branch with 400–475 patient contacts annually. - Served as preceptor and Field Training Officer, enhancing clinical performance. - Ensured compliance as EMS Quality Assurance Officer.	
Jul 2007 — Nov 2018	Firefighter/EMT-B, Brooklyn Volunteer Fire Department, Inc.	
	Served as line firefighter and senior EMS provider, mentoring new personnel as preceptor and Field Training Officer. Maintained certifications, including NFPA Firefighter I/II and multiple Indiana Instructor credentials. Completed FEMA ICS coursework and an Associate of Applied Science in Public Safety (Fire Science) aligned with NFPA Fire Officer II standards. - Mentored personnel, enhancing clinical and operational performance. - Achieved multiple certifications in firefighting and emergency services. - Completed advanced ICS training for effective incident management.	
Jan 2006 — Nov 2010	Assistant General Manager, Titan Restaurant Group	Indianapolis, Indiana
	- Streamlined inventory processes, improving accuracy and efficiency. - Enhanced staff training programs, boosting retention rates. - Optimized scheduling, reducing labor costs effectively.	
Jun 2005 — Dec 2005	First Assistant Manager, Culver's of Indianapolis - Kentucky Avenue	Indianapolis, Indiana
	- Spearheaded cost-control initiatives, enhancing profitability. - Championed staff training programs, boosting team efficiency. - Drove operational improvements, resulting in heightened customer satisfaction.	
May 2003 — Jun 2005	Manager, The Steak n Shake Company	Indianapolis, Indiana
	- Managed full-service restaurant operations, driving customer service improvements and local marketing to increase sales. - Set SMART business goals and completed Management Phase II training to strengthen leadership and operations. - Led drive-thru efficiency initiatives and operational improvements recognized for performance.	
Feb 2002 — May 2003	Streaming Media Engineer, Indiana University–Purdue University Indianapolis	Indianapolis, Indiana
	- Evaluated new streaming technologies for enhanced user experience. - Collaborated across departments to ensure project success. - Received grant funding for innovative research initiatives.	

Jun 1994 — Aug 2001	Camp Counselor, Crossroads of America Council, Boy Scouts of America	Indianapolis, Indiana
	Facilitated engaging activities in Scout skills, archery, and air rifle shooting for young men aged 7-10. Collaborated with local council camps to enhance programming quality. Ensured safety and enjoyment while fostering teamwork and personal growth.- Developed archery and shooting programs, boosting participant engagement.- Created Scout skill workshops, enhancing knowledge retention.- Assisted in overall camp operations, promoting a positive camp environment.	
Oct 1998 — May 2000	Director of Innovative Communication Technology, WUEV-FM	
	Oversaw streaming media operations and user support for non-commercial radio station. Managed protocols, hardware, and software in Windows 95/98/NT environments. Ensured seamless broadcast and user experience. - Streamlined media operations, enhancing broadcast quality. - Developed user support protocols, improving satisfaction. - Maintained hardware and software, ensuring operational continuity.	
Aug 1998 — Oct 1998	Help Desk Associate, University of Evansville	
	Provided technical support to students, staff, and faculty for hardware and software issues on a Windows network. Diagnosed problems and implemented solutions efficiently. Maintained user satisfaction through effective communication and follow-up. - Resolved over 50 support tickets weekly. - Trained new staff on help desk procedures. - Documented issues and solutions to improve knowledge base.	

EDUCATION

May 2025 — Mar 2026	Master's of Science, Western Governors University	Salt Lake City, Utah
	- Candidate for a Master's of Science in Curriculum Design and Instruction. - Completed two semesters before taking a break in studies.	
May 2010 — May 2018	Associates of Applied Science, Ivy Tech Community College	Lawrence, Indiana
	- Associates of Applied Science in Public Safety, Concentration in Fire Science. - Graduated Magna cum Laude. - Coursework in Fire Service Management and Leadership, Risk Management, Fire Service Hydraulics.	
Jan 2001 — May 2003	Bachelor of Arts, Indiana University - Indianapolis	Indianapolis, Indiana
	- Graduated with a Bachelor of Arts in Political Science. - Student director of the Streaming Media Laboratory. - Received an Undergraduate Research Opportunity Grant for Streaming Media and Distributed Education Technology.	
Aug 1998 — Nov 2000	Bachelor of Arts, University of Evansville	Evansville, Indiana
	- Candidate for a Bachelor of Arts in Political Science. - Director of Innovative Communication Technology at WUEV-FM. - Supported New Media initiatives like MP3 technology, web cameras, and capturing lectures for distributed education. - Supported the school's radio station with new technologies.	

SKILLS	Curriculum Development	Expert	E-Learning Development	Expert
	Instructional Design	Expert	Professional Development	Expert
	Training Program Implementation	Expert	Team Leadership	Expert
			Logistics Coordination	Expert
	Assessment Design	Expert	Technical Support	Expert
	Emergency Medical Services	Expert		