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| **Chelsea Jeffers** | 155 Blue Ridge Dr.  Vernon, CT 06066 860-966-2360  ChelseaEJeffers@Gmail.com | |
| **Education** | | |
| **University of Nordland**  Bodø, Norway*Master’s of Business*  Focus Area: Ecological Economics  Degree Anticipated: Spring 2012   |  |  | | --- | --- | | **Degree Focus:** | | | Sustainable Management | Business Process Management | | Ecological Economics | Philosophy, Ethics and Environment |   **Eastern Connecticut State University**  *Bachelor of Science*  Focus Area: Business Administration  Degree Received: Spring 2008   |  |  | | --- | --- | | **Degree Focus:** | | | Lean Production Management | International Financial Management | | Managerial Accounting | Environmental Issues | | Operations Management | Organizational Behavior | | | |
| **Experience** | | |
| **Bodø College University** 2010*Teacher’s Assistant* | | Bodø, Norway |
| * Aided in the teaching of students who were learning English as a second language. * Led small group discussions and developed study plans. * Helped to create a positive learning environment where students developed grammatical skills, while also facilitating a setting in which to build personal confidence. | | |
| **HABCO** 2008*Lean Management Intern* | | *Glastonbury, CT* |
| * Worked with a small group to develop a capacity matrix, focused on more accurately predicting lead time. * Engaged in tasks which actively required the implementation of Kanban, 6S and the Kaizen Philosophy. * Organized invoices in coordinates with a “Just-in-time” business strategy. | | |

**Computer Skills**

Software experience in using Microsoft Word, Excel and PowerPoint.