



RESUME

Jeffrey "Jet" Holt, M.Ed.

Instructional Designer · OSHA Outreach Trainer · Published Author · Technical Instructor · eLearnGeek

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PROFESSIONAL SUMMARY

Federally authorized OSHA Outreach Trainer and credentialed instructional designer with **20+ years** of experience across automotive manufacturing, skilled trades education, safety training, and technical instruction. Track record of building curriculum that delivers measurable outcomes – including identifying a **\$1M+ per-cycle productivity cost** at Toyota that nobody was measuring – and building the system to fix it. Expert in CAD instruction (SolidWorks, CATIA, AutoCAD, Chief Architect), ADDIE methodology, and the full eLearning production pipeline. Equally at home designing a SCORM module and standing in front of a room of electrical journeymen. I find the gap. I build the bridge. I get people across.

OSHA GI 29 CFR 1910

OSHA CONSTRUCTION 29 CFR 1926

M.ED. – 4.0 GPA

LSSGB

COLUMBIA UNIVERSITY

WHO'S WHO 2024

9 PUBLISHED BOOKS

ADDIE / SAM

AI PROFICIENT

PROFESSIONAL EXPERIENCE

Director of Training & Safety Operations

MAY 2025 - PRESENT

FAST Safety Solutions · fastsafetysolutions.com · Veteran-Owned

- ▶ Founded and built a federally authorized safety training company from the ground up – all programs, forms, platform, and web presence developed independently
- ▶ Developed 23 General Industry written programs (29 CFR 1910), 15 GI forms, 25 Construction programs (29 CFR 1926), and 17 Construction forms
- ▶ Built offline-capable HTML training platform and full public-facing website with three-tier pricing structure
- ▶ Authorized to deliver OSHA 10-hour and 30-hour courses in both General Industry and Construction



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CONTRACT
INSTRUCTIONCURRICULUM
DEV

PORTFOLIO

RESUME

LET'S
TALK

eLearnGeek · elearngeek.com · independent

- ▶ Published 9 books in the last year across non-fiction, instructional, and specialty publishing categories – including coloring books, guides, and children's books
- ▶ Wrote and developed 40+ book manuscripts in a single year using a structured AI-assisted writing methodology built from scratch
- ▶ Self-published across Amazon KDP and IngramSpark – managing cover design, interior formatting, metadata, pricing, and distribution independently
- ▶ Developed and sells a 1-on-1 Book Starter Session (\$100) – guiding first-time authors from idea to published outline and opening chapter in a single hour
- ▶ Created a complete 22-page bonus resource package for session clients covering KDP setup, AI writing prompts, cover design, and self-publishing costs

Freelance Technical Instructor

JAN 2025 - PRESENT

Mid Michigan College · Continuing Education · Contract Pool

- ▶ Contract technical instructor delivering specialized CAD and blueprint reading courses to working professionals and tradespeople
- ▶ Subjects delivered: Architectural Blueprint Reading, Chief Architect, SolidWorks, AutoCAD
- ▶ Secured upcoming custom Blueprint Reading engagement for a major regional electrical contractor – 12-15 apprentices and journeymen, 2 days/16 hours, custom curriculum built from a 123-sheet commercial drawing set
- ▶ Day rate: \$1,500/day · Travel billed at actual cost

Senior Training Manager

APR 2024 - SEP 2024

ONE10 Marketing · Subaru of America Account

- ▶ Senior Training Manager responsible for Subaru dealer and technician training programs across North America
- ▶ Managed training design, content development, and program delivery for one of ONE10's major automotive accounts
- ▶ Oversaw eLearning production, ILT delivery coordination, and training operations at national scale

Online Instructor — Skilled Trades

APR 2022 - APR 2024

Penn Foster College · Global Distance Learning · B2B

- ▶ Delivered online instruction to a global student base of skilled trades professionals across multiple disciplines
- ▶ Updated Ford Motor Company's journeyman and apprentice training curriculum – modernized content that dated to 1933, including safety standards, PPE requirements, and technical illustrations
- ▶ Having previously designed Ford light truck exhaust systems, brought direct industry credibility to the content update



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Toyota Motor Engineering & Manufacturing North America

- ▶ Converted full instructor-led training library to self-paced eLearning using a Camtasia + Adobe Captivate production pipeline
- ▶ Architected forced-progression module system with real-time knowledge checks and post-completion open-access library
- ▶ Developed a manual reverse-clip technique in Camtasia that TechSmith stated was impossible – documented and shared with TechSmith; technique later incorporated into the software as a built-in feature
- ▶ Identified over \$1,000,000 in per-cycle lost productivity from large-scale classroom training with no outcome measurement – rebuilt the system with forced-progression eLearning, real-time knowledge checks, and a permanent performance support library

Engineer Trainer

APR 2011 – JUN 2012

Subaru Indiana Automotive · Manufacturing Environment

- ▶ Technical training delivery in a live automotive manufacturing plant environment
- ▶ High-stakes instruction where accuracy and real-world application are non-negotiable

CAD & Engineering Technology Instructor

AUG 2003 – APR 2011

Calhoun ISD · Secondary Career & Technical Education

- ▶ Built and managed a high school CAD and engineering technology program from the ground up
- ▶ Negotiated articulation agreements with colleges across Michigan, Illinois, Indiana, and Ohio – students graduated with up to 17 transferable college credits, no testing, no tuition
- ▶ Developed project-based curriculum including a Rubik's Cube unit spanning parts identification, digital caliper measurement, SolidWorks modeling with draft angles and tolerances, BOM creation, technical animation, and timed competition
- ▶ Curriculum included 3D printing and .STL file workflow integrated with SolidWorks
- ▶ Certified coaches trainer (Chicago Fire) and referee trainer; AYSO coach for 3 simultaneous teams; adult league forward and goalkeeper – undefeated as keeper

EDUCATION

Master of Education — Career & Technical Education

Western Michigan University · Kalamazoo, MI · 2005–2009

4.0 GPA

Bachelor of Science — Management & Organizational Development

Spring Arbor University · Spring Arbor, MI · Aug 1996 – Feb 1998



CERTIFICATIONS & AUTHORIZATIONS

OSHA

- Federally Authorized Outreach Trainer – GI (29 CFR 1910)
- Federally Authorized Outreach Trainer – Construction (29 CFR 1926)
- OSHA 10-Hour & 30-Hour Delivery

PROFESSIONAL

- Lean Six Sigma Green Belt (LSSGB)
- 8D Problem Solving
- Kepner-Tregoe Decision Analysis
- Toyota Production System Management (TPM)
- Coaches Trainer – Certified by Chicago Fire
- Referee Trainer – AYSO
- People to People Sports Ambassadors Coach



COLUMBIA UNIVERSITY VIA COURSERA

Construction Management Specialization

5-Course Specialization · Completed Dec 2025

Project Management · Scheduling · Cost Estimating · Construction Finance · Industry Trends



MARQUIS WHO'S WHO

Honored Listee – 2024

Listed twice – 2004 in Education and 2024 in Training & Development. Est. 1898 · Over 125 Years.

SKILLS & TOOLS

CAD & ENGINEERING

- SolidWorks
- CATIA
- AutoCAD
- Chief Architect

ELEARNING AUTHORING

- Adobe Captivate
- Articulate Storyline
- Rise 360

MEDIA & DESIGN

- Canva (incl. AI features)
- Adobe After Effects
- Audacity
- GIMP



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CONTRACT INSTRUCTION

CURRICULUM DEV

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- ▶ Digital Calipers & Engineering Scales

Adobe Flash (legacy)

AI & EMERGING

- ▶ Claude (Anthropic)
- ▶ ChatGPT (agents + document analysis)
- ▶ Ideogram
- ▶ MidJourney

LMS & ASSESSMENT

- ▶ Blackboard
- ▶ Moodle
- ▶ Canvas
- ▶ Kahoot
- ▶ Microsoft Forms
- ▶ SurveyMonkey
- ▶ Classroom Performance Systems

PROJECT & DATA

- ▶ Microsoft Project
- ▶ Excel (advanced dashboards)
- ▶ Microsoft 365
- ▶ ADDIE / SAM Methodology

Like What You *See Here?*

The resume tells the history. The conversation tells you whether I'm the right fit for what's next.

START THE CONVERSATION

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"I Find the Gap. I Build the Bridge. I Get People Across."

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