

Reina Elan Tucker

585-305-4642 • 150 Boxelder Dr Stafford VA, 22554

Tucker_Reina@Outlook.com

SKILL OVERVIEW:

Experienced Logistics Specialist with thirteen years of honorable Active -Duty military and civilian experience. Applies a broad knowledge of a variety of logistics functions and activities including funding, procurement, production, and supply management, property control & accountability processes as well as logistics management policy & procedures. Expert user of Property Accounting Systems and databases to include the Automated Inventory Tracking System (AITS), Enterprise Solution-Supply (ES-S) online tool, and Defense Property and Accountability System (DPAS), Remedy, Purchase Request Builder (PR Builder), Procurement Management Tool (PMT), and Standard Material Accounting System. Strong analytical and organizational skills well suited for researching, procurement, processing, and tracking alternate sources of supply and logistics support, in addition to strong knowledge of asset storage, issue and accountability processes. Extremely reliable individual with a proven ability to work independently and in a diverse team environment.

Core Competencies Include:

- Supply chain management
- Military transportation
- Logistics management
- Material handler
- Resource Management
- Warehouse automation
- Sorting and packaging
- Shipping and receiving
- Physical inventory
- Problem Solver
- Building Coalitions
- Inventory planning and sorting
- Automated logistics
- Data entry
- Product Support and Sustainment
- Resource management
- Quick learner
- Leading Change
- Results Driven
- Business Acumen
- Excellent research skills
- Procurement/acquisitions
- Verbal and written skills
- Strong knowledge of management
- Resource Planning
- Scheduling
- Oral communication
- Written communication
- Supply support

FORMAL EDUCATION:

B.S. Computer Information Systems Minor in Science GPA 4.0

B.A. Business Administration with Minor in Supply Chain Management GPA: 4.0

M.S. Supply Chain Management GPA 4.0

WORK HISTORY:

Department of State
Office of Logistics Management
M-F 0600-1500

Jan 2021 to Present
\$112K GS13
40HR per Week

Supply Management Specialist

- Monitors the status and effectiveness of domestic and overseas property management operations; identifies, analyzes, and resolves problems.
- Conducts annual inventory analysis and briefs findings to senior managers and representatives of bureau executive offices.
- Makes recommendations and provides input to the development and deployment of automated systems related to property accountability, inventory management controls, property utilization, and disposal practices.
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- Services as a Regional Property Management Desk Officer and is responsible for providing property management guidance, assistance, and support to one hundred forty-five (145) domestic bureaus and offices in the National Capital Region to include Diplomatic Security, Near Eastern Affairs, and South and Central Asian Affairs with Personal, IT, and CL property valued over \$1,437,541.107.51.
- Develops operating manuals, handbooks, training materials and aids disseminated internally and/or worldwide.
- Subject matter expert on one or more Integrated Management System property management modules to include Asset Management, Expendables, Excess Property, Status Tracking, Final Receipt, and the Warehouse Management System.
- Evaluates existing practices and procedures, identifies areas in need of improvement, and recommends new procedures and modifications to current property and supply management practices. Upon approval of broad plans, assists in implementing these plans on a worldwide basis. Drafts, creates, and edits specific changes to regulations, standards, guidelines, and procedures.
- Facilitate and co-facilitate domestic and overseas property management training. This includes on-site support.
- Recommends criteria for the Office of the Inspector General (OIG) Inspectors to evaluate domestic and overseas property management programs. Gathers and analyzes data for systems work on reports, including special reports requested from Foreign Services posts and domestic offices, and prepares briefings for officers traveling to or returning from post assignments.
- Travels to Foreign Service posts and domestic bureaus in the Department to perform management reviews of property programs and internal controls and provides management and technical assistance to correct deficiencies noted. Serves as a team leader in this audit/training process.
- Reviews and revises 14FAM & 14FAH, based on Federal Management Regulations (FMR). Reviews key topics from the FAM and FAH such as separation of duties, receiving property, disposal procedures, paperwork, warehousing, and sales and auctions.
- Assists in the development of plans and controls for property management policies and practices for DoS worldwide activities. Provides subject matter expertise when outside entities require an understanding of the Department's Property Management policies and procedures.
- Supports the Department's excess property and residential project management programs; participates in working groups to address prior year acquisitions, prior year disposal and other adverse audit findings.

United States Marine Corps
Marine Corps Cyberspace Command Capriccio Software
M-F 0700-1530

Dec 2017 to Jan 2021
\$95K
40HR per Week

IT Asset Management and Configuration Specialist

- Contractor Lead exercises a broad knowledge of functions pertaining to logistical support activities including budgeting, property accountability, and material readiness.
- Fiscal to review/discuss upcoming contracts, IT equipment projects and services.
- Directs, plans, manages, and coordinates the work efforts of supply related functions and activities. Independently plans and implements the command's supply management program.
- Planning and directing supply and equipment management activities and assisted in developing and maintaining a formal program for surveillance and assessment of property systems for government-owned, contractor-held property.
- Receives and screens lists specifying supplies, materials, equipment needed for planned programs or work operations.
- Ensure internal systems and procedures for carrying out the organization's administrative functions meet the requirements of balancing costs, benefits, productivity, and effectiveness.

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- Perform a full range of functions in determining Government logistics requirements and controlling Government assets assigned to the program office.
- Manages Configuration Management Database (CMDB's) to ensure the accuracy of data. Uses procedures and policies in collaboration with ITAM/CFM governance to maintain Remedy database
- Audits catalogs, records, or other data sources pertaining to all supply accounts.
- Creates, organizes, and briefs Material Readiness Branch's Weekly Activity Report (WAR) and Logistics Report for Division/Branch heads.
- Provides support for the planning and coordination for property management. Perform regularly scheduled reconciliation, track asset movements, excess and installs and process inventory tickets.
- Providing expert technical guidance on accounting for all government property.
- Resolved asset location issues and ensured all assets were attached to a contract's by research.
- Reviewed and validated Pre-awarded and Post-awarded contracts.
- Reviewed and validated Procurement Action Request newly awarded contracts and contract renewals.
- IT asset database management (hardware, software, maintenance, etc.)
- IT inventory management, to include physical accountability checks.
- Managed IT hardware asset portfolio with respect acquisition, deployment, utilization, tracking, security, and final disposition of IT assets.
- Receive invoices and prepare proper payment data to ensure timely payment for supplies and training.
- Refine methods, procedures and reporting systems and prepare administrative instructions to implement new or revised records management procedures.
- Identify problems, synchronize better business practices with current unit procedures to develop plans for remediation, and coordinate efforts with other organizational elements to resolve any maintenance, fiscal, or logistical problems.

Department of State
Chenega Corporation
M-F 0700-1530

August 2017-December 2017
\$65K
40HR per Week

Field Logistics Coordinator

- Performed periodic inventory of stock, reconciling variances and insuring inventory adjustments are properly applied. Provide results to appropriate LM personnel.
- Received, sorted, logged, and distributed all incoming shipments.
- Identified located, obtained and arranged for shipment of requested replacement parts by the appropriate priority basis.
- Analyzed data to resolve data conflict among inventory data in ILMS, Export/Import bulk data from different sources into an authoritative data source; verifies through discrepancy report and audit of physical inventory.
- Conducts annual inventory analysis and briefs findings to senior managers.
- Processed all approved orders for stock, parts, maintenance supplies, and depot repair services as required, ensuring all paperwork is processed through required channels.
- Ensured inventory is maintained in a neat and orderly fashion.
- Coordinated large shipments with the transportation office, ensuring that appropriate documentation is provided.

United States Army
M-F 0900-1700

June 2010 to August 2016
40+HRS per Week

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Automated Logistics Specialist

- Was responsible for effectively and proactively managing the distribution Centre, to ensure that accurate and prompt deliveries were made to both internal and external.
- Prepared entries for supply record systems, provide supply information, reports, and services; and recommend actions to eliminate problems involved in delivering services to customers or in implementing policies.
- Developed and submitted activity reports to various level of management with the organization
- I served as a subject matter expert in maintenance production reports and Logistics Automated Information Systems.
- Subject matter expert on one or more Integrated Management System property management modules to include Asset Management, Expendables, Excess Property, Status Tracking, Final Receipt and the Warehouse Management System.
- Providing administrative and technical oversight of telecommunications, logistics, ordering, stocking, record keeping, and inventory management for supplies and equipment.
- Developed and refined emergency response and logistical plans, protocols and standard operating procedures for execution of complex and evolving logistics function.
- Managed and supported source documentation retention requirements; analyzing and compiling property documents related to financial or loss reporting; and developing briefings and information papers for senior leaders.
- Analyze work requirements and determines staff, equipment and other resources needed to accomplish logistical functions.
- Provided technical guidance to junior personnel. Endured inventories and location surveys were performed in accordance with established procedures.
- Establishes priorities to ensure maximum and efficient utilization within available fund limitations.
- Exercised technical leadership to obtain agreement on required actions, schedules and the resolution of conflicting points of view concerning program or policy matters.
- Worked and supervised 15 military teams' members who supported 310 customers and handled equipment worth over \$3.8M with a consistent no-loss record.
- Established and maintained stocks records and other documents such as inventory, material control, accounting and supply.
- Reviewing and evaluating completed staff actions for overall quality, appropriate levels of coordination, consistency, and compliance with policy.
- Prepared inventory reports on the procurement of vehicles and any associated technical problems; managing the annual inventories required by the Department; Assuring that inventory information is accessible and satisfies requirements.
- Developed guidance on logistics readiness and management for meetings, seminars, and conferences.
- Issued Hand receipts DA 2062 and managed all Request for issue and turn-in DA 3161.
- Supported mobilization and mission requirements during a readiness state to ensure property, equipment and supplies are readily available to response team members.
- Received and maintained accountability records for property, equipment and supplies ensuring proper logging/tracking and physical inventory.
- Coordinated shipping & receiving and operations, including directing personnel and ensuring compliance with regulatory procedures.
- Was Responsible for all on site aspects of the logistics, supply chain, and customer delivery operations.
- Was in charge of making sure that each stage of the distribution process is progressing on time, on budget and to the right quality standards.
- Performed prescribed load list (PLL) and shop stock list (SSL) duties in manual and automated supply applications.
- Coordinated with team members to ensure the assignments, projects, milestones and deadlines are completed.
- Performed logistic support to conduct shipments of hazardous goods to area of responsibility.

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- Trained and worked alongside German, Italian, Poland, and Canadian Armies.
- Planned and executed logistical support during 5 training events.
- Resolved problems associated with timely deliveries and lead times and arranged for disposal of surplus and excess property.
- Monitored the budgets for logistical requirements.
- Assisted with the planning and coordination to implement a supply management program during training and response missions.
- Coordinated and advised leaders and command of policy revisions.
- Maintained accountability records for non-expendable materials, traces acquisition sources and methods, resolve problems associated with timely deliveries and lead times, and arrange for disposal of surplus and excess property.
- Investigated causes of inventory discrepancies.
- Served as the primary property officer, overseeing the proper disposition of property that is excess, abandoned, beyond it useful service life, unserviceable, lost, or stolen.
- Assesses historical supply performance/requisition history, determine costs, and prepare budget estimates for supply/equipment expenditures research units.
- Practiced an in-depth knowledge of supply policies and regulations, applying experience and sound judgment, to identify discrepancies in the inventory. Uses this knowledge to develop command supply chain management processes and policies.
- Received and maintained accountability records for property, equipment and supplies ensuring proper logging/tracking and physical inventory.

PROFESSIONAL DEVELOPMENT:

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| • Project Management (PMP) Certification | 2022 |
| • Lean Six Sigma Black Belt | 2021 |
| • DAWIA Level III Certification | 2021 |
| • Lean Six Sigma Green Belt | 2020 |
| • DAWIA Level II Certification | 2020 |
| • DAWIA Level I Certification | 2019 |
| • Lean Six Sigma Yellow Belt | 2018 |
| • Logistics Operations Apprenticeship Course | 2016 |
| • Basic Leadership Course | 2016 |
| • Supply Management Apprenticeship | 2015 |
| • Defense Distribution Management | 2010 |

TECHNICAL SKILLS:

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| • MS Office (Words, Excel (Pivots), Access, PowerPoint. | • Standard Army Retail Supply System (SARRS) |
| • Supply Chain Network Optimization Tool. | • General Service Administration (GSA) |
| • Global Combat Support System –Army (GCSS-A) | • Defense Property Accountability System – USMC (DPAS) |
| • Global Combat Support System – Marine Corps | • Remedy BMC System –USMC |
| • Unit Level Logistics System Aviation Enhanced (ULLS-A) (E) | • Intergraded Logistics Management Systems (ILMS) |
| | • Expert in Automated Systems |