

TANYA M. CARTER

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LOGISTICS MANAGEMENT PROFESSIONAL

Logistics Manager and Military Veteran with an Active Secret Security Clearance 15+ years of experience in property accountability, procurement, and global contracting experience. Possess comprehensive experience in contracting, inventory management, and strategic planning in procurement on a global level for the Department of Defense (DoD). Technically inclined and experienced with GCSS-A operations, Integrated Product Support, and the Army Enterprise Systems Integration Program (AESIP). Career supported by a Bachelor of Arts in Social and Criminal Justices, Associate of Arts in Business Administration, and a Demonstrated Logistician Program Certification.

- Organizational Leadership
- Logistics Analysis | Reporting
- Global Logistical Support
- Program Planning
- Sustainment Planning
- Integrated Product Support
- Policy Implementation
- Military Acquisition
- Training | Development

PROFESSIONAL EXPERIENCE

U.S. Army | Various Locations

07/1998 - 04/2021

Senior Logistics Technical Advisor | Fort Gordon, GA (10/2018 - 01/2021)

Led as the Senior Chief Warrant Officer/ Logistics Technical Advisor within the logistics operations division for the Cyber Center of Excellence (CCoE) and subsidiary organizations.

- Managed the maintenance assets for 5 parent-level organizations containing a total of 33 Unit Identification Codes (UIC) and provided management oversight for general staff members, organizational and installation property with a total dollar value of \$430M.
- Monitored all property book transactions and was the liaison to all logistical support agencies and associates.
- Assisted with implementing an organizational supply control program by providing expertise in the area of property accountability and all supply operations.
 - Established and developed requirements with end-users for the FY20/FY21 Budget.
- Led the full range of management support services for the logistics division including assisting in the development of the logistics division budget and provided input on organizational financial issues.
- Provided subject matter expertise support for property acquisition and accountability for the Cyber Center of Excellence for Military Construction and Renovation and Modernization Campus Build efforts.
 - Oversaw the Cyber Center of Excellence Transformation Campus Plan of over \$3M of furniture procurement for Military Construction Army (MCA) and Renovation and Modernization projects.
 - Conducted the cataloging/turn-in of all discarded furniture and equipment while maintaining a central database of the used furniture for possible re-use/repurposing.

Joint Force Property Book Officer | Baghdad, Iraq (03/2017 - 06/2018)

Managed and maintained 100% accountability of all nonexpendable and major end items for the Office of Security Cooperation-Iraq to include Foreign Military Sales (FMS) and Iraq Train and Equipment Funds (ITEF).

- Tracked, synchronized, and conducted check and balances with the Security Cooperation Information Portal (SCIP), Iraq Train and Equipment Fund (ITEF) tracker, In-Transit Visibility (ITV) tracker, and Levy Exemption Waiver (LEW) tracker for all FMS and ITEF nonexpendable and major end items into the country to the host nation.
- Responded to queries about the receipt, use, or disposal of defense articles and services provided to the Government of Iraq (GOI) to ensure compliance of congressional guidelines were conducted in accordance to the National Defense Authorized Act.
- Managed a multitude of logistics programs across the joint, multi-national, inter-agency environment in coordination with multiple Iraq Security Force organizations to improve operational readiness and accountability while fostering a long-term partnership between the Government of Iraq and the U.S. Government.
- Ensured policies and procedures were established to account for and maintain proper accountability for military standard requisition, and issue procedures for Foreign Military Sales (FMS).
- Implemented a system that efficiently tracked and analyzed over 42K night-vision devices maintained by the Ministries of Iraq and 290 other enhanced EUM items valued at over \$1B.

Joint Force Property Book Officer | Baghdad, Iraq (Cont. from Pg. 1)

- Collaborated with multiple joint and inter-agency organizations to ensure all logistics requirements were synchronized to support a General Accounting Office (GAO) audit related to the Disposition of Selected U.S. Assistance.
- Coordinated and executed inventories of major end items in preparation for future FMS cases.
- Conducted multiple engagements with 1st Theater Support Command (TSC) and the Government of Iraq (GOI) partners, maintaining a high level of awareness towards the leadership's vision and outlook for Iraq's future
- Advised Iraq Security Force (ISF) personnel on developing essential Excel spreadsheet tools to enhance their accountability of high-valued weapon systems and platforms and other critical devices.

Senior Property Accountability Technician | Fort Stewart, GA (06/2015 - 05/2016)

Performed as the Senior Property Book Officer for 3 property portfolio organizations and directly managed the maintenance of Organizational and TDA property accountability of over 35K assets valued at \$360M+.

- Coordinated the acquisition and priority distribution of new equipment fielding collaborating with several multiply teams to ensure the wide organization were fully equipped and operationally ready.
- Planned and executed Army materiel distribution/redistribution through LMI DST-SM (Lead Materiel Integrator Decision Support Tool- Sourcing Module).
- Forecasted, analyzed, planned, and coordinated their current and future logistics support requirements in the supply, maintenance, repair, movements, and transportation area.

Senior Property Accountability Technician | Fort Stewart, GA (02/2012 - 05/2015)

Led a Property Book Team for 2 separate divisions for a Tactical Full Spectrum Chemical, Biological, Radiological, and Nuclear (CRBN) globally based unit and a Combat Support Military Police organization.

- Maintained equipment readiness; managed and accounted for over 51K end items valued at \$272.5M for 14 large military organizations in support of worldwide operations.
- Compiled internal and external data for required local or higher-level reporting utilizing a broad knowledge of the capabilities and functions of a variety of software to each specific report, read-ahead packages, and position papers.
- Managed the division's excess reduction program resulting in a 96% decrease of excess equipment and flawlessly executed the transition to the updated Modified Table of Organization and Equipment (MTOE).

Property Accountability Technician | Fort Hood, TX (07/2007 - 02/2012)

Performed as a Property Book Technician for a large division totaling more than 4,500 employees and 36 departments.

- Oversaw the management and accountability of over 305K end items valued at over \$2.3B and implemented the organization's supply control program.
- Developed a Clean Sweep program ensuring that over \$6.8M worth of excess property was transferred.
- Traveled across 3 provinces in Iraq to ensure that units were prepared for turn-in of associated equipment and transfer of bases to the Government of Iraq.

EDUCATION | CERTIFICATIONS

In Pursuit | Master of Arts in Nutrition Education | American University | 01/2019 - Expected 12/2021

Bachelor of Arts in Social and Criminal Justices (Magna Cum Laude) | Ashford University | 2013

Associate of Arts in Business Administration | Troy University | 2011

Security Cooperation Management Oversees Course | Defense Institute of Security Cooperation Studies | 2017

Demonstrated Logistician Program Certification (DL) | International Society of Logistics (SOLE)

Specialized Military Training and Certificates:

AESIP: Army Enterprise Systems Integration Program | Contracting Officer's Representative (COR) |
 Electronic Turn-in Document (ETID) | Equal Opportunity (EO) Leadership Course | LIW Decision Support Tool (DST)
 TAMIS: Total Ammunition Management Information System | Logistics Support Activity (LOGSA)
 Operational Contract Support Course

NOTABLE AWARDS

Army Achievement Medal (4) | Army Commendation Medal (8) | Bronze Star Medal (1) |
Defense Meritorious Service Medal (1) | Joint Meritorious Unit Award (1) | Joint Service Achievement Medal (1) |
Legion of Merit (1) | Meritorious Service Medal (2) | Unit Meritorious Unit Award (4)

TECHNICAL SKILLS

Software: Microsoft Office 365 (Word, Excel, Outlook, PowerPoint), SharePoint

Logistics Systems: Global Combat Support System-Army (GCSS-A), Enterprise Resource Planning (ERP) solution, Logistics Information Warehouse (LIW), and Standard Army Management Information Systems (STAMIS), PBUSE: Property Book Unit Supply Enhanced (PBUSE), Government Purchase Card (GPC), Warehouse Management Systems (WMS)