**Wayne I. Reynolds**

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Active Top Secret/SCI

**Executive Summary**

A results oriented program/project manager with analytical and technical skills to improve efficiencies, cut cost, develop and implement innovative strategies and programs in a highly competitive business environment.

**Education and Certifications**

Master of Business Administration (MBA)

Columbia Southern University, Orange Beach, AL, Expected Graduation Dec 2015

Bachelor of Arts, Liberal Arts

Excelsior College, Albany, NY, 2009

Intermediate Systems Acquisition

Ft. Belvoir, VA, 2011

Fundamentals of Systems Acquisition Management

Ft. Belvoir, VA, 2011

Logistics Action and Unit Movement Officer

Ft. Belvoir, VA, 2007

Property Book Acct & Battalion Supply

Little Rock, AR, 2008

Licensed Security Guard – Securitas Infrastructure Agency

Computer Science Corporation, Hanover, MD Sept 2014 - Present

**PROFESSIONAL EXPERIENCE**

**Senior Logistics Technical Subject Matter Expert Apr 2011 – Present**

**National Guard Bureau, Arlington, VA**

* Promotes the use of innovative technologies to ensure data and records are inventoried, accurately, securely, properly managed and readily accessible of property resulting in 100 percent accountability of inventories.
* Maintain written and oral communication with technical and management personnel by being proficient in Microsoft Office applications to include document creation/modification using Word, presentation using Power Point, and spreadsheets with Excel by transferring information effectively.
* Identify issues and provide status of action items by preparing, updating and maintaining associated program schedules, monitor action item status reports and track status of action items and provide status to Accountable Officers for state requirements and issues.
* Managed accountability of the Property Book User Supply Enhanced (PBUSE) systems making sure that no state or territory is short with authorizations and On Hand quantities providing technical and functional support for the implementation and utilization of logistics systems for all 54 US states and territories to inventory equipment accurately.
* Develop Lifecycle Replacement (LCR) plans, sustainment training methods and new equipment fielding for National Guard units developed during the Army transformation life cycling over 10K logistics systems worth over $20M to the 50 US states and territories NG units to maintain updated equipment while conducting unit operations.
* Liaison between the Army NG units in the US states/territories and the Program Managers for Global Combat Support System-Army (GCSS-Army) implementation.

**Senior Advisor of Logistics Jul 2010 - Apr 2011**

**National Guard Affairs, Kuwait**

* Designed and actively participate with a computer interface program developed to track, and monitor all anomalies, deficiencies, or shortcomings reported during operations for NG units during deployments and post-deployment.
* Liaison with US Army Reserve and Active Army members and appropriate agencies, and local governments to promote effective communications between all parties and to ensure responsibility for planning, training, exercise, and corrective action programs are met to improve operations in combat environments.
* Instituted the first online program for tracking units handling of equipment before returning to the states increasing the Army RESET program by 40%.
* Assisted with program development, implementation, management techniques and evaluation concepts to ensure that company’s objectives are being met.

**Program Manager/Policy Writer Aug 2006 - Jul 2010**

**National Guard Bureau, Arlington, VA**

* Prepared draft, materials, and action items used to brief and inform leadership, states and US territory leaders on the Combined Supply Excellence Awards (CLEA). Travel extensively to the US 50 US states and territories to perform evaluations.
* Advise users in system management and provide operator level support for unit activities to effectively operate their logistic systems.
* Integrated with headquarters logistics management staff while providing supply management professional advice and direction on matters affecting asset management, equipment management, and property disposal.
* Evaluate supply operations remaining compliant with higher headquarter polices and Army procedures and regulations.

**Professional/Small Group Leader & Personnel Manager** **Feb 1992 – Jul 2006**

**Maryland Army National Guard, Laurel, MD**

* Provided guidance for security details. Organize and manages guard assignments monthly to effectively protecting personnel and equipment. Track and maintain rosters for individual training requirements, attendance, schools, pay and promotions while keeping accurate files of personnel clothing records, equipment records, and career progression
* Technical advisor through writing, editing and corresponding technical briefings, reports, and other major documents briefed to senior level personnel members in assigned subject areas. Recommended functional changes, and identify areas for further advancement of soldiers’ careers. Support creation of logistic reports of inventory control and acquisition documents and monitor the physical security aspects of the unit integrity.
* Provided guidance and work leadership to less experienced individuals, technical teams or team leads for equipment fielding and inventory tasking to meet program suspense.