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SECRET CLEARANCE · RESOURCE MANAGEMENT · HR OPERATIONS · ARMY RESERVE LOGISTICS



Amanda Garner

// SPHR · Resource Manager · HR & Logistics Leader · 20+ Year Army Reserve Officer

Human Resources and Administration professional and 20+ year Army Reserve Officer with an active Secret clearance. Focuses on leadership, resource management, procurement, risk management, and full-spectrum HR operations. Holder-asserted SPHR; Accumentum SPHR training May 2026.

20+ Year Army Reserve Officer | Secret Clearance (Active) | SPHR · Accumentum May 2026 | Resource Manager · CACI | Full-Spectrum HR

LOCATION	Arlington, VA
OPENNESS	Open to roles
PATHLOCK	Not connected
STATUS	Best aligned for resource management, HR business partnership, logistics leadership, procurement, and operational excellence roles
CLEARANCE	Secret (active)
FOCUS	Leadership, resource management, procurement, risk management, and full-spectrum HR (benefits, compliance, employment law)
PUBLIC PROFILE	pathproof.accumentum.net/p/amanda-garner

01 By the Numbers

20+
Army Reserve Leadership
Serving as a Logistics Civil Augmentation Program Officer since April 2006 at Ft. Belvoir, with sustained work in acquisition, procurement, and contingency logistics.

Secret
Active Clearance
Holds an active Secret security clearance while delivering resource and HR leadership in government contracting environments.

8
Organizations
Experience spans CACI, U.S. Army, Echelon Services, Amazon, McKesson, L3 Technologies, DHL, and Nissan.

100%
Property Accountability
Ensures 100% accountability for Government property while improving processes that support readiness and contingency response.

02 Highlights

RESOURCE MANAGEMENT · CACI · ARLINGTON, VA

Allocates People and Capacity to Delivery

Analyzes project demands, resource availability, and constraints to create precise allocation plans, then partners with project managers, department heads, and stakeholders so requirements and timelines stay aligned.

Resource Planning · Stakeholder Alignment · Utilization · On-Time Delivery

LOGCAP · U.S. ARMY · FT. BELVOIR

Sustains Contingency Logistics Readiness

Develops and manages complex logistics acquisition, procurement, risk management, and engineering contingency contracts that leverage civilian resources to enhance U.S. Forces' operational capabilities.

LOGCAP · Procurement · Risk Management · Contingency Contracts

HR OPERATIONS · BENEFITS · EMPLOYMENT LAW

Delivers Full-Spectrum HR

Brings benefits, compliance, employment law, and end-to-end administrative systems—from personnel records to payment processing—together with leadership and resource strategy.

Benefits · Compliance · Employment Law · HRBP

LOGISTICS · SUPPLY CHAIN · BUDGET STEWARDSHIP

Negotiates Cost-Effective Supply Solutions

As a Logistics SME at Echelon Services, negotiated high-value supply and equipment contracts, managed the full annual budget, and delivered solutions that strengthened supply chain performance.

Contract Negotiation · Budget Management · Supply Chain · Operational Excellence

03 Experience

CACI INTERNATIONAL INC · ARLINGTON, VA · RESOURCE MANAGEMENT · PLANNING · STAKEHOLDER ALIGNMENT — Dec 2024 — Present

Resource Manager

- Analyze project demands, resource availability, and constraints to create precise resource allocation plans while partnering with project managers, department heads, and stakeholders to align requirements and timelines.
- Design and implement resource planning strategies that synchronize allocation with organizational goals, ensuring maximum efficiency and on-time delivery.
- Proactively identify and resolve conflicts, bottlenecks, and imbalances to optimize resource utilization and eliminate waste.
- Maintain comprehensive, accurate resource documentation—including schedules, utilization reports, and allocation decisions—that supports data-driven leadership and full transparency.

U.S. ARMY · FT. BELVOIR, VA · LOGCAP · ACQUISITION · CONTINGENCY LOGISTICS — Apr 2006 — Present

Logistics Civil Augmentation Program Officer

- Develop and manage complex logistics acquisition, procurement, risk management, and engineering contingency contracts that leverage civilian resources to rapidly enhance U.S. Forces' operational capabilities.
- Conduct annual performance evaluations, provide mission-essential materials, and maintain the highest quality standards in logistical operations.
- Ensure 100% accountability for all Government property while continuously improving processes that support global readiness and contingency response.

Continued · pathproof-amanda-garner

ECHELON SERVICES, LLC · MARYLAND, UNITED STATES · LOGISTICS SME · CONTRACTS · BUDGET

Oct 2023 — Dec 2024

Logistics Subject Matter Expert

- Negotiated high-value supply and equipment contracts (one-time and recurring) that consistently met or exceeded productivity, efficiency, and budget targets.
- Partnered with senior leadership to translate corporate objectives into actionable departmental plans while managing the full annual budget.
- Delivered cost-effective solutions that strengthened supply chain performance and supported strategic business growth.

AMAZON · WASHINGTON, DC · WAREHOUSE OPERATIONS · HRBP

Oct 2020 — Oct 2023

Area Manager / Human Resources Business Partner

- Led high-volume inbound/outbound warehouse teams, providing tools, motivation, and mentorship to exceed customer-satisfaction and order-processing goals.
- Partnered with Operations and AWS leadership to align HR strategies with business objectives, coaching managers and driving enterprise-wide initiatives.
- Implemented quality-assurance measures that boosted operational efficiency while demonstrating strong HR, communication, interpersonal, and analytical skills in a 24/7 global environment.
- Identified operational challenges and executed effective solutions that enhanced team performance and organizational agility.

MCKESSON · WASHINGTON, DC · HR · OPERATIONS · SAFETY

Jul 2017 — Sep 2020

Human Resource Associate / Operations Supervisor

- Directed HR processes and operations to the highest quality-assurance standards, including resume/application screening and candidate selection for interviews.
- Championed an open-door culture that fostered employee engagement, open communication, and a productive workforce across all levels.
- Served as a key member of Safety, Site Action, and Activity Committees while leveraging HR expertise, interpersonal skills, and analytical insight in a fast-paced distribution environment.

L3 TECHNOLOGIES · MADISON, MS · INVENTORY CONTROL · ADMINISTRATION

Apr 2015 — Jul 2017

Inventory Control Lead

- Directed inventory accuracy and control processes while organizing high-level meetings, conferences, travel, and executive itineraries.
- Managed accounts payable/receivable, revenue processing, and financial transactions with customers, vendors, and senior leadership.
- Supported full-cycle hiring by delivering accurate benefits documentation and new-hire packages; authored successful grant proposals for architecture and project-management initiatives.
- Contributed to marketing and PR strategies that reinforced company culture and service excellence.

DHL · MEMPHIS, TENNESSEE · HUMAN RESOURCES

Aug 2016 — Dec 2016

Human Resources Representative

- Human Resources Representative supporting HR operations during a five-month assignment in Memphis.

NISSAN MOTOR CORPORATION · CANTON, MS · OPERATIONS · PRODUCTION · SAFETY COMPLIANCE

Apr 2012 — Jul 2015

Operations Supervisor

- Orchestrated daily workforce operations to meet aggressive production deadlines while achieving departmental productivity targets across all shifts.
- Developed and executed logistics strategies for inventory, production, and distribution; created performance reports and cost-control initiatives that minimized waste and maximized storage efficiency.
- Managed payroll, attendance, safety compliance, and progressive discipline to maintain a safe, high-performing work environment.
- Ensured timely, quality vendor deliveries through rigorous budget planning and process optimization.

04 Credentials & Qualifications

Vendor certifications are holder-asserted unless a live issuer check succeeded

SECURITY & ACCESS

Secret Clearance (Active)

Active Secret security clearance supporting government contracting, resource management, and Army Reserve logistics operations.

HUMAN RESOURCES

Senior Professional in Human Resources® (SPHR®)

Accumentum SPHR training (May 2026) reinforces Amanda's full-spectrum HR practice across benefits, compliance, and employment law.

MILITARY LEADERSHIP

20+ Year Army Reserve Officer

LOGCAP Officer at Ft. Belvoir since April 2006, focused on acquisition, procurement, risk management, and contingency logistics.

CORE PRACTICE

Resource Management & Operational Excellence

Acquisition, procurement, risk management, and operational excellence across government contracting and commercial logistics environments.

SPHR · HRCI — Holder-asserted

05 Technical Skills

// OPERATIONS & ADMINISTRATION

Operations Administration	Core · 94
Resource Management	Core · 93
Procurement	Advanced · 90
Risk Management	Advanced · 89

// PEOPLE & CONSULTING

Organizational Consulting	Core · 92
Full-Spectrum HR	Core · 93
Benefits & Compliance	Advanced · 90
Employment Law	Strong · 87

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// SAFETY & QUALITY

Safety Compliance	Core · 91
Quality Assurance	Advanced · 88
Inventory Control	Strong · 86
Property Accountability	Core · 92

// CREDENTIALS

SPHR	Core · 94
Leadership	Core · 93
HR Business Partnership	Advanced · 90
Workforce Operations	Strong · 88

06 Let's Put Amanda To Work

Best aligned for resource management, HR leadership, logistics, procurement, and operational excellence roles that need an Army Reserve officer with active Secret clearance and Accumentum SPHR training. Contact via LinkedIn only.

07 Education

BELHAVEN UNIVERSITY

Master of Science, Leadership with Concentrate in Human Resources

Organizational Leadership · January 2020 – December 2022.

ACCUMENTUM®

Senior Professional in Human Resources® (SPHR®) Training Course

Human Resources Management and Services · May 2026.

JACKSON STATE UNIVERSITY

Healthcare Administration

2006 – 2009.

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