

KATHLINE E. JONES

SENIOR LOGISTICS • PROPERTY ACCOUNTABILITY • SECURE ASSET OPERATIONS

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ACTIVE TOP SECRET/SCI WITH FULL-SCOPE POLYGRAPH

EXECUTIVE PROFILE

Cleared senior logistics and property-management professional with 25+ years supporting defense, intelligence, domestic, and overseas operations. Experience spans government property accountability, warehouse leadership, inventory and stock control, secure transportation, shipping documentation, material disposition, procurement coordination, database administration, and workforce supervision. Trusted to protect sensitive assets, enforce safety and accountability requirements, resolve discrepancies, and sustain mission support across distributed customer locations.

CORE QUALIFICATIONS

Government Property Accountability | Warehouse & Inventory Operations | Secure Material Handling | Supply Chain Support | Domestic & International Shipping | Asset Management | Audits & Compliance | Procurement & Vendor Coordination | Discrepancy Resolution | Team Leadership | Process Improvement | Customer & Mission Support

PROFESSIONAL EXPERIENCE

General Dynamics | Media Sanitization Specialist

Aug 2021–Oct 2025

- Execute secure preprocessing, sorting, packaging, labeling, palletizing, storage, and outbound movement of IT assets in accordance with approved handling, recycling, and destruction procedures.
- Maintain accountability and chain-of-custody discipline for sensitive materials; accompany assets to secure destruction sites when required.
- Operate sponsor-furnished forklifts to load outbound tractor-trailers and ensure batteries and recyclable components are handled safely and correctly.
- Provide day-to-day work leadership to less-experienced technicians, maintain a clean and safe work area, and support special projects.

IAP | Logistics Manager / Lead — Overseas Assignment

Feb 2021–Jul 2021

- Led overseas warehouse and property-management operations, maintaining accountability records, determining asset condition, and coordinating compliant disposition of surplus and obsolete equipment.
- Conducted property audits and prepared lost, damaged, and destroyed property records, periodic reports, and special-purpose management reports.
- Directed warehouse layout, receiving, damage and discrepancy routing, inventory, storage, stock control, shipment preparation, and location surveys.
- Reviewed purchase requisitions for completeness and accuracy; resolved incomplete data with technicians and vendors and sourced products based on price, availability, and delivery requirements.
- Interpreted government property-accountability requirements and implemented policies supporting economical, responsive supply-chain operations.

Jacobs | Logistics Technician

Nov 2013–Jan 2021

- Processed technical requisitions from ESMT through the TECHREQ database, including preparation, SON, manifesting, customer pickup updates, and transfer of data to Asset Management.
- Responded to customer status requests within established timelines and maintained accurate transaction dates and records.
- Safely operated material-handling equipment including walkie/rider, sit-down and stand-up forklifts, all-terrain vehicles, transporters, and container/pallet loaders.

SSI Services / AECOM | Utility Supervisor**Nov 2006–Nov 2013**

- Supervised storeroom, warehouse, transportation, receiving, storage, and shipping activities; directed personnel in safe and efficient operations.
- Wrote and revised logistics policies, supported budgets, analyzed operational data, and implemented improvements to prevent interruptions to company and customer operations.
- Administered union-contract requirements and supported employee selection, training, development, counseling, safety compliance, salary administration, and organizational planning.

General Dynamics | Senior Traffic Analyst**Feb 2005–Oct 2006**

- Provided logistics customer support for domestic and overseas missions; prepared secure shipping documentation and selected economical, time-sensitive transportation methods.
- Coordinated final responses and release messages with logistics and maintenance teams while accounting for task-specific security requirements.

Electronic Data Systems (EDS) | Business Office Analyst**Aug 2003–Jan 2005**

- Processed visitors through a secure database, escorted uncleared contractors, ordered facility materials, supported invoice processing, and provided front-office coverage.

Verizon | Logistics Administrative Specialist / Desk Officer**Nov 2001–Jul 2003**

- Provided logistics and technical-request support for communications equipment serving more than 300 worldwide locations; prepared shipping documents and coordinated priority and security requirements.
- Maintained more than 1,000 classified files, trained new personnel, supported senior staff, and improved the handling of defective equipment returns.

ITT Industries | Logistics Administrative Specialist / Desk Officer**Jan 2000–Nov 2001**

- Delivered inventory-control, data-entry, technical-request, shipping-documentation, and customer-service support before the program transitioned to Verizon.

CREDENTIALS & TECHNOLOGY

Security Clearance: Active Top Secret/SCI with Full-Scope Polygraph**Certification:** CompTIA Security+; Forklift—Stand-Up and Sit-Down**Systems:** Microsoft Office (Word, Excel, PowerPoint, Outlook); TECHREQ; ESMT; Remedy; ADP Timesheet; SRS Help Desk; company order-entry and tracking systems**EDUCATION**

Highland Park Community College — Detroit, MI | Coursework, 1983–1984**Munford High School** — Detroit, MI | Diploma, 1983