

**Edmond E. Saneaka**  
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11706 Apple Blossom Court  
Fredericksburg, VA 22407  
Veterans Preference: 30%

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**Active Security Clearance**

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**Profile:**

Strategic, proactive management analyst and operations/personnel management professional with more than 12 years of experience driving QA, logistics planning, operation administration, budget management, reporting, training management, and regulatory compliance in government and military environments. Solutions oriented, problem solving, strategic planner with execution of business analysis, program management, program documentation review, project scheduling, and product upgrade. Hands-on leader recognized for abilities to manage teams while executing successful logistical projects. Resourceful leader who delivers operational performance status at management meetings through in-depth risk assessment and data analysis presentations. Ability to quickly identify potential risks and implement strategic process improvements to meet operational and training needs quickly.

**Key Accomplishments**

- Conducted special studies and projects to develop readiness-oriented systems and programs that correspond with current and future requirements of organization strategic initiatives.
- Evaluated, analyzed and advised the organization, methods and procedures for providing administrative support systems such as records, communication, forms, files and documentations.
- Thrives well in highly dynamic environments with fluid priorities
- Extensive experience using, developing, designing, and configuring automated information systems and other tools for business analysis and reporting.
- Administrative and logistic experience, including office management, employee training, and scheduling.
- Leveraging inventory accounting procedures and practices to manage supply and equipment operations.
- Proficient with MS Office Suite and military software, including Automated Manifest Systems (AMS), Maximo, Unaccompanied Housing Module (UHM), and Cargo Movement Operations Systems (CMOS).
- Proven ability to work under stress while meeting challenging deadlines.
- Excellent team player with the ability to work with all levels of management.
- Bilingual: fluent in English and French.

**Work Experience**

**Management Analyst**

Washington Headquarters Services  
1155 Defense Pentagon Room 2E1040  
Washington, DC 20301-1155

**11/2015 – Present**

S: Brown, David  
May contact  
Hours per week: 40

Duties: Serve as Program Management Analyst to develop and implement comprehensive plans and strategies for the internal and external integration of day-to-day and long-range projects, actions and activities for the assigned organization. Such projects and programs may be in

support of administrative functions or scientific research activities. Manage, analyze and evaluate, on a quantitative or qualitative basis the effectiveness of programs or operations in meeting established goals and objectives. Analyze program performance data to identify issues and make recommendations for improvement.

Develop organizational support for planning, analyzing, coordinating, evaluating, and directing the development of priorities, performance metrics, resource allocations, work force management, and/or performance for organizational objectives to support operational requirements. Develops criteria for, and evaluates policies and procedures affecting organizational program objectives. Evaluate the capabilities, effectiveness, feasibility and cost of proposed and alternative programs. Examine the impact of options and recommendations on organizational performance.

Analyzed over 200 training requests, criteria, scheduling, execution and training metric resulting in the improvement of personnel skills by 5-20%. Assisted in the implementation and training of over 300 entry level and supervisor personnel on the use of newly employed software such as performance and appraisal and timekeeping. Developed and identified opportunity to increase overtime analyses metrics and tracking methods with a 50% increase in efficiency.

**National Director of Veterans Services**

Marine Corps League  
8626 Lee Hwy # 207  
Fairfax, VA 22031

**12/2014 – 11/2015**

S: Johana Hill  
May contact  
Hours per week: 40

Duties: Mitigated regulatory risks by ensuring compliance with the Veterans' Administration rules and regulations, and the Code of Federal Regulations (CFR, Title 38). Administered all Veterans' administration activities of the Marine Corps League. Directed training, practices, and instructions for detachment and department designated Service Officers, while serving as team lead for all Service Officers of constituent units.

Prepared and amended regulations, instructions, or procedures that affected the National Service Program, including the publication and distribution processes. Conducted workshops or training seminars in conjunction with the National Service Committee to improve the Service Officer and Service Committee Programs.

Generated 25 Veterans Service Officers; 52 Detachments Service Officers; and 16 Veterans Service Officers pending applications with the Office of General Counsel. Reviewed and prepared written arguments for more than 43 appeals and successfully attained 16 appeals, 20 remanded (neither approved nor denied), 5 dismissed/denied, and 2 still pending the Board's decision. Managed the certifications of over 500 Service Officers selected by the various departments and detachments.

**Office Manager/Personnel Manager**

US Marine Corps  
2007 Elliot Rd  
Quantico, VA 22134

**03/2012 – 12/2014**

S: Imani Rivers  
May contact  
Hours per week: 40

Duties: Supported senior leadership by gathering, organizing, and analyzing information on policies or procedures for solutions development, corrective action planning, and successful system implementation. Automated operational workflow by developing and implementing a

records management program for filing, protection, and retrieval of records while ensuring program compliance.

Identified discrepancies and process improvements by reviewing forms and reports while communicating with management and users about format, distribution, and policy. Mitigated process lags by interviewing personnel and inspecting on-site performance to diagnose unit functions, performance, methodologies, manpower, and equipment usage for documentation and study to recommend new systems, procedures, or organizational changes.

Reduced process lags by preparing training manuals and training employees on new forms, reports, procedures or equipment usage per organizational policy. Planned study of work problems and procedures, including organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis.

**Facility Manager**

US Marine Corps  
2007 Elliott Rd  
Quantico, VA 22134

**04/2010 – 03/2012**

S: Imani Rivers  
May contact  
Hours per week: 40

Duties: Diminished process gaps by leading multi-disciplinary teams of staff including maintenance, grounds, and custodial workers to ensure optimal productivity. Leveraged Maximo to manage maintenance activities.

Planned and oversaw building work and renovation, while effectively allocating and managing space within buildings. Supervised preparation of unit correspondence, reports, schedules, and rosters to enhance document visibility.

Eliminated deficiencies by initiating corrective action to ensure facilities met government regulations and environmental, health, and security standards. Advised leadership on facility energy efficiency and cost-effectiveness. Saved costs by procuring supplies, equipment, and properties while disposing of outdated facilities.

**Supply/Logistic Section Line Supervisor/Facility Manager**

US Marine Corps  
2<sup>nd</sup> Supply Battalion  
Camp Lejeune, NC 28542

**06/2008 – 06/2010**

S: Jerry Antoine  
May contact  
Hours per week: 40

Duties: Managed the check-in and checkout process for the facilities thru the use of Unaccompanied Housing Module (UHM). Mitigated risks by enforcing the rules and regulations in accordance to facility, building, and ground protocols. Diminished project downtimes by ensuring maintenance requirements were promptly identified and appropriate action was initiated.

Served as the Battalion Safety Officer and Deputy Fire Marshall for the Bachelor Enlisted Quarters (BEQ), while ensuring compliance of the Fire Marshall Order and BEQ security/state of police protocol. Oversaw timely and accurate submission of work requests and ensured all logistical matters in support of company training were planned for and executed. Ensured work requests were properly submitted for the enlisted quarters through Maximo.

**Office Manager/Personnel Manager**

US Marine Corps (Al Taqaddum, Iraq Deployment)  
2<sup>nd</sup> Supply Battalion  
Camp Lejeune, NC 28542

**03/2009 – 09/2009**

S: Jerry Antoine  
May contact  
Hours per week: 40

Duties: Planned and coordinated all logistical support for the company, including coordinating and overseeing the redeployment process, and leading the physical fitness and composition program. Coordinated and managed all administrative functions within the company.

Assisted the company first sergeant with all administrative requirements for the company. Published the annual/monthly training plan, and provided input to the battalion as directed. Ensured company mail procedures adhere to applicable orders, federal law, and Operational Risk Management was considered and implemented in every operation/training evolution.

**Joint Air Cargo Operation Terminal Liaison Coordinator**

US Marine Corps (Al Taqaddum, Iraq Deployment)  
2<sup>nd</sup> Supply Battalion  
Camp Lejeune, NC 28542

**08/2007 – 02/2008**

S: Enso Polanco  
May contact  
Hours per week: 40

Duties: Saved the Marine Corps \$70K over 7 months by estimating postal rates and leveraging postage meters to provide rates of vendors and competitors. Managed an annual budget of over \$2M, not exceeding \$7M.

Ensured all materials were packaged properly for shipping by adhering to the Marine Corps JFTR. Researched, analyzed, and implemented corrective action on all storeroom discrepancies. Utilized Crane report daily to maintain and track incoming and outgoing freight for enhanced internal customer satisfaction ratings. Created over 500 itineraries and track location, items for shipment volume, and item destination utilizing Automated Manifest System.

**Shipping and Receiving Line Supervisor**

US Marine Corps  
2<sup>nd</sup> Supply Battalion  
Camp Lejeune, NC 28542

**11/2006 – 08/2007**

S: Enso Polanco  
May contact  
Hours per week: 40

Duties: Verified logistical accuracy by examining all shipment contents and comparing with records, including manifests, invoices, or orders for timely shipping completion. Utilized CMOS daily to record shipment data, including weight, charges, space availability, damages, or discrepancies for reporting, accounting, or record-keeping purposes.

Partnered with establishment representatives to rectify problems, including damages, shortages, or nonconformance to specifications. Prepared materials for shipping by packing, sealing, labeling, and affixing postage utilizing hand tools, power tools, or postage meter.

Maintained accurate stock inventory by requisitioning and storing shipping materials and supplies to ensure supply met demand. Computed amounts, including space availability, shipping, storage, or demurrage charges, using computer or price list.

**Packing and Packaging Specialist**

US Marine Corps  
2<sup>nd</sup> Supply Battalion

**04/2003 – 11/2006**

S: Wendell Rodgers  
May contact

Camp Lejeune, NC 28542

Hours per week: 40

Duties: Streamlined item retrieval, returns material, and requestor transportation by receiving and storing materials in a warehouse or storage facility with complete organization.

Operated hand and power equipment, including forklift (Certified) for material handling. Developed and maintained effective warehouse storage practices that promote efficient storage, identification, and retrieval. Logged all incoming and outgoing items by using various Excel spreadsheets and databases daily, while maintaining inventory in the database.

Loaded over 10000 materials and products into package processing equipment. Recorded over \$2M products, packaging, and orders information on specified forms and records. Measured, weighed, and counted over 8000 products and materials for accurate tracking. Removed completed or defective products or materials, loading onto moving equipment, including conveyors or loading docks.

### **Education**

**Colorado Technical University** - Colorado Springs, CO United States

Master of Science in Management Degree, 02/2018

**GPA** 3.84 of a maximum 4.0

**Credit Earned:** 44 Continuing Education Unit

**Major:** Homeland Security

**Colorado Technical University** - Colorado Springs, CO United States

Bachelor of Science in Criminal Justice Degree with Magna cum Laude Honor 2/2017

**GPA:** 3.76 of a maximum 4.0

**Credit Earned:** 182 Continuing Education Unit

**Major:** Homeland Security and Emergency Management

### **Specialized Training**

12/2016, Management and Program Analysis Certificate Level One, Washington, DC

08/2016, Access 2013 Advanced, Spotsylvania, VA

08/2016, Access 2013 Introduction, Spotsylvania, VA

06/2016, Contracting Officer Representative (COR), Alexandria, VA

02/2016, Record Management, Alexandria, VA

02/2106. Electronic Record Management, Alexandria, VA

10/2012, Suicide Prevention Master Trainer, Quantico, VA

04/2009, Staff Non-Commission Office Course, Camp Johnson, NC

08/2007, Transportation of Hazmat Materials, Athens, GA

03/2003, Basic Preservation and Package Course, Camp Johnson, NC

### **Technical Skills**

**Time and Attendance:** DAI Oracle Time and Labor

**Performance and Appraisal:** DCPAS Appraisal System (New Beginnings)

### **Affiliations**

Marine Corps League - Member

**Honors, Awards**

03/2017 Certificate of Appreciation  
12/2014 Navy and Marine Corps Achievement Medal  
01/2013 Marine Corps Good Conduct Medal  
12/2011 Letter of Appreciation  
07/2010 Sea Service Deployment Ribbon  
01/2010 Marine Corps Good Conduct Medal  
09/2009 Navy and Marine Corps Achievement Medal  
08/2009 Iraq Campaign Medal  
08/2009 Sea Service Deployment Ribbon  
03/2008 Global War on Terrorism Expeditionary Medal  
03/2008 Iraq Campaign Medal  
02/2008 Certificate of Commendation (Individual Award)  
02/2008 Navy Unit Commendation  
02/2008 Navy and Marine Corps Achievement Medal  
10/2007 Certificate of Commendation (individual Award)  
01/2007 Marine Corps Good Conduct Medal  
11/2004 Meritorious Mast  
11/2004 Global War on Terrorism Service Medal  
06/2004 Navy Unit Commendation  
08/2002 National Defense Service Medal

**Other Information**

I certify that the information within this resume is accurate.