

Jeneane Foster

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PROFESSIONAL SUMMARY

Operations-driven professional with 26 years of military service and proven expertise translating executive strategic direction into structured execution, managing complex federal programs, and delivering results in regulated, security-conscious environments. Experienced in aligning operations with U.S. government customer requirements, coordinating cross-functional teams, and implementing scalable operational frameworks. Skilled in identifying operational risks, establishing reporting rhythms, and maintaining execution discipline across multi-faceted initiatives. Active Top Secret/SCI clearance with demonstrated ability to operate autonomously in high-impact, mission-critical roles.

CORE COMPETENCIES

Operational & Program Management: Operational Execution | Program Management | Project Planning & Scheduling | Risk Management | Resource Coordination | Executive Reporting | Initiative Leadership | Change Management

Government & Federal Contracting: U.S. Government Customer Relations | Federal Contract Support | Regulatory Compliance & Controls | DoD Regulations & Standards | Stakeholder Coordination | Process Implementation

Strategic Planning: Strategic Planning Cycles | Process Improvement | Organizational Scaling | Operational Framework Design | Cost-Benefit Analysis | Performance Metrics

Leadership & Communication: Cross-Functional Coordination | Clear Written & Verbal Communication | Independent Priority Management | Team Building | Training & Development | Stakeholder Management

SECURITY CLEARANCE & CERTIFICATIONS

Security Clearance: Top Secret/SCI with CI Polygraph (Issuing Agency: NSA | Valid until July 2029)

Professional Certifications: SOLE Senior Demonstrated Logistician | Lean Six Sigma Green Belt

EDUCATION

Doctorate of Business Administration, Concentration in Supply Chain Management, Liberty University (*on-going*)

Master of Business Administration, General Concentration, American Military University

Bachelor of Arts, Management with Concentration in Leadership, American Military University

Associate of Arts, General Studies, American Military University

PROFESSIONAL EXPERIENCE

Logistics Management Specialist

United States Army | Jan 2000 – February 2026

Translate strategic objectives into structured execution plans, manage complex operational initiatives, and ensure alignment with DoD standards and mission requirements across global Army operations.

Operational Execution & Strategic Direction

- Led a property consolidation initiative that reduced financial obligations by 45%, demonstrating structured action planning and execution discipline across multiple satellite facilities.
- Directed comprehensive logistics planning and execution for 13 major deployments, translating military objectives into detailed resource allocation plans while maintaining operational readiness and minimizing mission downtime.
- Identified operational risks and implemented mitigation strategies across supply chain operations, ensuring continuous mission capability.

Program & Initiative Management

- Managed complex, multi-phase initiatives involving coordination across internal teams and external military units, establishing consistent reporting rhythms and accountability structures.
- Coordinated resource allocation and scheduling for large-scale operations, managing dependencies and ensuring cross-functional alignment.
- Co-led resolution of equipment deficiency issues valued at \$700B, coordinating with stakeholders, implementing corrective actions, and restoring critical capability to operational units.

Process Improvement & Organizational Development

- Championed the People First initiative across 19 organizations, implementing scalable frameworks for accountability, welfare, and mentorship—demonstrating ability to build operational processes appropriate for expanding organizations.
- Established structured communication and reporting protocols that improved operational efficiency and stakeholder alignment across multiple commands.

Agency Program Coordinator – Defense Travel System

United States Army | Jan 2020 – February 2026

Serve as primary coordinator for all Defense Travel System operations, managing authorizations, voucher processing, and regulatory compliance while serving as liaison between internal teams, finance, and higher headquarters.

Government Contract & Customer Support

- Coordinate with finance and higher headquarters representatives to resolve complex travel and reimbursement issues, ensuring strict adherence to DoD travel regulations and internal controls.
- Act as primary liaison facilitating communication between operational teams and government stakeholders, ensuring regulatory compliance and mission support.

Operational Execution

- Oversee processing of 8,500+ DTS vouchers annually with 100% accuracy, managing deadlines, dependencies, and regulatory requirements in a compliance-intensive environment.
- Streamlined travel authorization workflows, reducing processing times and establishing consistent execution rhythms that improved mission support capability.

Process Improvement

- Developed and implemented DTS training program, increasing user efficiency and reducing error rates by 21%; demonstrating commitment to structured change management and operational excellence.
- Established clear, direct communication protocols that improved coordination between operational units and finance, reducing resolution timelines for complex issues.

U.S. CITIZENSHIP VERIFICATION

U.S. Citizen | Military Veteran Status