

# Craig Dunlap

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Self-motivated individual with leadership traits such as integrity, honesty, and appreciation gained as a Marine. Knowing the key to successfully completing the mission is due to teamwork and continuous improvement on all fronts to achieve the highest quality standards.

Lead special projects and provided strategic insight into operations. Effectively prioritizing different responsibilities to ensure adherence to policies and procedures to achieve objectives in quality, production, manufacturing practices and cost.

## Competencies

- Personnel Supervision
- Information Management
- Problem Resolution
- Organizational Management
- Principles of Instruction
- Agile Methodology

## Technical Skills

**Languages:** C#, HTML, CSS

**Testing Tools:** Postman

**Databases:** Sql Servers, GitHub

**Office Tools:** Microsoft Office Suite

## Professional Background

### **Home Furniture Consultant**

#### **Value City Furniture**

Engaging customers in a strongly developed relationship and assisting with product knowledge, accurate pricing, and delivery times. Continuing to assist the customer after the sale to continue fostering the bond created. Continuously striving to maintain a clean and well-organized furniture gallery for the customers.

**June 2020 – Present**

**Indianapolis, Indiana**

### **Account Executive**

#### **TA Services**

Responsible for analyzing customer's business needs, presenting solutions, and making recommendations to support the business model while ensuring sales, retention, and objective compliances are met. Ensured that freight was picked up and delivered in a timely manner with FTL, LTL, and Intermodal transportation.

**July 2019 – Jan 2020**

**Indianapolis, Indiana**

### **Material Handler**

**Sept 2014 to Nov 2016**

**Bison Coach****Milford, Indiana**

Operating in multiple areas within a receiving crew. Reorganizing, and constructed ways to aid in a more efficient work environment, while maintaining proper safety requirements within OSHA standards. Operating pallet jacks, Forklifts, Scissor Lifts, and other heavy equipment to conduct daily operations within the company. Repairs such as painting, laying concrete, mending broken fencing, and landscaping.

**Additional Experience****Aug 2009 to Aug 2015****Jacksonville, North Carolina****Squad Leader**

Conducted multiple classes to ensure readiness of military personnel to conduct operations in a hostile work environment, as well as emergency evacuation scenarios. While operating as a squad leader position we conducted courses on leadership traits, and procedures in a management position.

**Training and Readiness Non-Commissioned Officer**

Managed and lead the planning and execution of multiple classroom sessions on as well as hands on practical application of law enforcement / tactical operations. Increasing the efficiency of personnel in all capacities of their duties as knowledge in the law enforcement capacity.

**Desk Sergeant**

Directly responsible for receiving multiple calls, while dispatching members of the police force to locations in need of their assistance. Completing and correcting all entry logs into their appropriate areas, while overseeing and correcting errors of fellow patrol member's reports while maintaining and enforcing all rules and regulations aboard the installation.

**Company Clerk**

Increasing the efficiency and completion of paperwork, computer programs, and training of 105 Marines. Quickly and efficiently submitted and completed government passports, and government credit cards for 105 Marines. Creating and maintaining multiple excel sheets to track training progress and sustainment courses for all the Marines in the company before deployment.

**Education****Certificate of Completion***Eleven Fifty Academy***May 2020***Indianapolis, IN***Associate Degree***Ivy Tech***Jan 2019***Fort Wayne, IN***Awards**

- Certificate of Commendation – Training and Readiness Officer – July 2014
- Certificate of Commendation – Desk Sergeant – June 2014
- Certificate of Commendation – Company Clerk – Nov 2013