

DAVID STROUPE

TS/SCI Cleared | SharePoint Specialist | Technical Administrator | U.S. Navy Veteran
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PROFESSIONAL SUMMARY

Versatile and mission-driven professional with 20+ years of administrative, technical, and leadership experience across the U.S. Navy and federal defense sectors. Adept in SharePoint administration, cross-functional collaboration, workflow automation, and secure operations within high-stakes environments. Proven ability to implement process improvements, support mobility and collaboration technologies, and deliver impactful training solutions. Active TS/SCI clearance, DoD-experienced, and bootcamp-trained in full-stack JavaScript development.

CORE COMPETENCIES

- SharePoint Development and Administration
 - Microsoft 365 | Power Automate | Power BI | Power Apps
 - Technical Documentation and Training Delivery
 - Process Improvement | Change Management | ITSM (ITIL v4)
 - JavaScript, HTML5, CSS3 | Git/GitHub
 - Scheduling, Onboarding, and Calendar Management
 - Data Reporting | Access and SharePoint Lists
 - Agile, SDLC, and Project Coordination
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PROFESSIONAL EXPERIENCE

Booz Allen Hamilton – Lead Technologist

Annapolis Junction, MD | January 2024 – Present

Projects: DISA Mobility Services, J37 SharePoint Modernization

- Provided operational and product support for DISA's secure mobility services to mission partners
- Designed and launched SharePoint solutions with workflow automation and compliance features
- Published three knowledge base articles on DISA platforms improving onboarding and troubleshooting
- Managed calendar scheduling and training coordination for technical and cross-functional teams
- Migrated over 5,000 legacy files to a new repository with enhanced search and version control
- Increased SharePoint engagement from 30 to 1,000+ views within six months

WWC Federal – Contract Lead / Manpower Analyst

Tampa, FL | November 2019 – January 2024

- Executed over 250 Manpower Change Requests affecting 2,600+ personnel

- Spearheaded organizational realignments including UIC creation and command restructuring
- Led initiatives to standardize data and increase reporting accuracy by 45%

United States Navy – Administrative Services Manager

Various Locations | January 2000 – January 2020

- Managed administrative programs, classified document control, and personnel training for 150+ staff
 - Led coordination for 1,500+ official ceremonies and 30,000+ pay/personnel transactions with 99% accuracy
 - Developed training programs resulting in 94% promotion rate and 28% improvement in certification timeliness
 - Oversaw \$1M+ in budget allocations with full accountability and zero discrepancies
 - Coordinated Navy Funeral Honors ceremonies across 16-state region with consistent quality assurance
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EDUCATION

Fullstack Academy – Full-Stack JavaScript Web Development Bootcamp

Completed: April 2024

American Military University

Bachelor of Arts in General Studies (In Progress)

Associate of Arts in General Studies, 2015

MILITARY HONORS AND DECORATIONS

- Joint Service Commendation Medal
 - Navy Achievement Medal (9)
 - Good Conduct Medal (6)
 - Overseas Service Ribbon (4)
 - National Defense Service Medal (2)
 - Armed Forces Expeditionary Medal
 - Global War on Terrorism Service Medal
 - Military Outstanding Volunteer Service Medal
 - Joint Meritorious Unit Commendation
 - Navy Unit Commendation
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CERTIFICATIONS

- ITIL v4 Foundation (Completed Bootcamp)
 - DISA Services Course – 18 Hours
 - CompTIA Security+ (In Progress)
 - GFEBS Planning, Programming, Budgeting, and Execution
 - Dept. of Labor Apprenticeships:
 - Office Manager / Administrative Services
 - Computer Operator
 - Correction Officer
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CREDLY BADGES AND DIGITAL SKILLS

- HTML Foundational – Booz Allen Hamilton
 - CSS Foundational – Booz Allen Hamilton
 - JavaScript Foundational – Booz Allen Hamilton
 - Git Foundational – Booz Allen Hamilton
 - AI Enablement (AI Aware) – Booz Allen Hamilton
 - Critical Thinking – Booz Allen Hamilton
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TECHNICAL PROJECTS

- [Interactive Data Storytelling Platform](#)
 - [Anime Recommender App](#)
 - [Puppy Bowl Management System](#)
 - [React Router Color Switcher](#)
 - [Simple Bank Account App](#)
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