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, task tracking, DTS travel systems, 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
- Task Management | Correspondence Control | DTS Travel Coordination
- 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

PROFESSIONAL EXPERIENCE

FedWriters, Inc. – Administrative Operations Specialist

Fort Meade, MD | September 2025 – Present
Client: Joint Force Headquarters, Department of Defense Information Network (DODIN)

- Provide administrative support across multiple DoD directorates, managing task tracking and correspondence
- Coordinate meetings, calendar management, and travel using the Defense Travel System (DTS)
- Prepare and distribute meeting briefs, reports, and official read-ahead documents
- Manage SharePoint pages, document libraries, and office protocol compliance
- Organize logistics for conferences and internal events including AV setup and room scheduling
- Route taskers and manage shared inbox traffic across directorate points of contact

Booz Allen Hamilton – Lead Technologist

Annapolis Junction, MD | January 2024 – September 2025

- Developed and maintained SharePoint systems, including task tracking and automated workflows
- Authored and published three knowledge base articles supporting DISA Mobility services
- Migrated 5,000+ files to centralized SharePoint with improved FOIA and version control processes
- Managed scheduling, onboarding, and coordination across multi-stakeholder technical teams
- Increased SharePoint site usage from 30 to 1,000+ views through UX and content enhancements
- Supported communications strategy and documentation for DISA's enterprise collaboration tools

WWC Federal — Contract Lead / Manpower Analyst

Tampa, FL | November 2019 — January 2024

- Executed over 250 Manpower Change Requests for 2,600+ personnel across Navy commands
- Conducted comprehensive organizational realignment, including UIC and hierarchy updates
- Collaborated with leadership to align personnel data with strategic staffing goals
- Managed administrative coordination and scheduling for multiple program stakeholders
- Created standardized tracking tools to improve manpower reporting by 45%
- Delivered briefings and reports on workforce metrics and change implementation status

United States Navy — Administrative Services Manager

Various Locations | January 2000 — January 2020

- Oversaw administrative operations, training schedules, and secure document workflows
- Coordinated over 1,500 ceremonies and processed 30,000+ transactions with 99% accuracy
- Maintained 100% accountability of $1M+ in travel, bonus, and HR budget allocations
- Implemented training programs that achieved 94% promotion and certification compliance
- Developed automated systems that improved on-time training completion by 28%
- Supervised cross-functional teams in HR, logistics, and personnel readiness across global sites

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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

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

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

TECHNICAL PROJECTS

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