

# Douglas C. Throop II

(805) 722-5505 || dthroop94@gmail.com

<https://www.linkedin.com/in/douglas-throop/>

## Education

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08/2012 – 12/2016      B.A. Religion, Minor in Creative Writing, GPA 3.45, *Pepperdine University*

## Professional Work Experience

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08/2020 – Present

### **Signal Support System Specialist, US ARMY**

- o Completing training in US ARMY computer & networking signal systems.

04/2017-08/2020

### **Research & Recruiting Associate, Katalyst Group, Inc**

- o Responsible for research on fortune 500 talent consulting projects including strategy, project management, sourcing, reporting, administration & customer service.
- o Performed and structured market analysis to highlight premium human capital in consumer technology, entertainment and retail industries.
- o Managed weekly reporting metrics across a portfolio of 8-12 Fortune 500 talent consulting projects spanning 500-600K in revenue.
- o Led and developed research methods training for entry level & temporary employees.
- o Led data entry, defined telemetry standards and administration for internal team CRM.

01/2017 – 03/2017

### **Human Resources Assistant, Lamps Plus**

- o Executed annual print mail campaign for open enrollment period.
- o Ensured payments to the beneficiaries of the Employee Referral Program.
- o Created a digital office supply inventory to accurately coordinate supply requisitions.

07/2016 – 12/2016

### **Human Resources Student Worker, Pepperdine University**

- o Created inviting and positive environment to enhance customer service quality at front desk.
- o Answered phones and assisted the formation of positive relationships between staff and HR.
- o Reported to the office manager assisting with events and employee facing projects as needed.

## Leadership & Volunteer Experiences

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03/2018 – Present

### **Community Emergency Response Team, Calabasas**

- o Trained in disaster preparedness, fire safety, disaster medical operations, light search and rescue operations, disaster psychology & terrorism response.
- o Led simulated light search and rescue operations as incident commander, performed triage & delegated medical operations as instructed.

07/2019-Present

### **Calvary Chapel Malibu**

#### **Sr. Manager, Digital Operations & Marketing**

- o Lead a team of 3 in annual planning, Sunday Morning operations, volunteer management & content development reporting into the Sr. Pastor.
- o Lead project management & execution for key organizational initiatives including, annual vision casting, Web redesign, social media marketing and college ministry.
- o Manage CCM's website, Facebook & Instagram accounts including content planning and team delegation.

	<ul style="list-style-type: none"> <li>o Lead analytics &amp; analysis for CCM digital properties including, Facebook, Instagram, web &amp; ministry attendance.</li> </ul>
08/2017- 07/2019	<b>Manager, Operations</b> <ul style="list-style-type: none"> <li>o Led a team of 4 to produce Sunday worship services including stage layout, audio engineering, audio visual content reporting into the Sr. Pastor.</li> <li>o Led training &amp; development of volunteers in technical mastery and understanding of operations execution for audio engineering &amp; lighting design.</li> <li>o Launched college ministry including planning of weekly gatherings, events &amp; planning bible studies.</li> <li>o Consolidated 5 years of administrative documents into an organized shared drive.</li> <li>o Created video training materials to teach and guide Sunday operations.</li> <li>o Instituted inventory management system &amp; researched key recommendations for new audio-visual equipment.</li> </ul>
01/2017 – 07/2017	<b>Stage Manager &amp; Audio Engineer, Calvary Chapel Malibu</b> <ul style="list-style-type: none"> <li>o Lead and managed a team of 3 to arrange musical, visual and audio equipment.</li> <li>o Develop technical expertise in AV equipment and audio engineering software.</li> </ul>

## International Experience

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08/2014- 2016	<b>Let's Start Talking Team Leader, Pepperdine University</b> <ul style="list-style-type: none"> <li>o Led two teams to execute English Teaching Projects in Thailand and Japan.</li> <li>o Trained team members to teach individual and group English lessons.</li> <li>o Developed and executed weekly events and social gatherings.</li> <li>o Managed budgeting and accounting for the duration of the projects.</li> </ul>
07/2007-08/2008	<b>Santa Barbara Toba Sister City Exchange</b> <ul style="list-style-type: none"> <li>o Participated in an exchange with Santa Barbara sister city Toba in Japan.</li> <li>o Spent 10 days in Japan and 10 days in Southern California traveling with exchange students.</li> </ul>

## Skills

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Advanced Knowledge of Microsoft Office Suite: Word, Excel, & Powerpoint.

Advanced Knowledge of Google Office Suite: Docs, Sheets, Slides & Drive.

**Computer Skills:** Wordpress Management & Site Administration, Pivot Tables, Excel Dashboards, HTML, CSS, Bootstrap, Elementor, Python & Boolean Searching.

**Social Media:** Youtube, Instagram, Hootsuite, Facebook, Content Planning & Google Analytics

**Audio Engineering:** Behringer Audio Engineering Software & Audacity.

**Media Production:** Youtube Live, Facebook Live, Open Broadcast Software

**Language Skills:** Spanish (Conversant), Biblical Hebrew (Proficient)

**Other Skills:** Research, Analysis, Analytical Writing, Business Reports, Public Speaking, Event Planning, Organization, Administration, Interview & Reference Techniques, Data Management.