



DOUGLAS C. THROOP II

SIGNAL SOLDIER

WORK EXPERIENCE

SIGNAL SUPPORT SPECIALIST

US ARMY | 2020-present

- Provide software and hardware technical support, operate & maintain radio communication systems & build networks from scratch.

RESEARCH & RECRUITING ASSOCIATE

Katalyst Group | 2017-2020

- Responsible for research on fortune 500 talent consulting projects including strategy, project management, sourcing, reporting, administration & customer service.
- Managed weekly reporting metrics across a portfolio of 8-12 Fortune 500 talent consulting projects spanning 500-600K in revenue.
- Led data entry, defined telemetry standards and administration for internal CRM.
- Led and developed research methods training for entry level & temporary employees.

VOLUNTEER EXPERIENCE

SR. MANAGER, DIGITAL OPERATIONS & MARKETING

Calvary Chapel Malibu | 2016-2020

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

EDUCATION HISTORY

PEPPERDINE UNIVERSITY

Bachelor's Degree in Religion | December 2016

- Graduated with a GPA of 3.45
- Minor in Creative Writing
- Womack Speech Competition Winner, 2012

SKILLS

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.

SUMMARY

I am a consistent, productive & thoughtful professional with a broad range of digital skill sets ranging from computer & network hardware to software development.

HIGHLIGHTS

- Software Development in Javascript, CSS & Bootstrap
- Excel Dashboards
- CRM & Data Management

FIND ME AT:

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