

CRAIG BOLIN

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PROFESSIONAL SUMMARY

Master of Public Policy candidate at George Mason University with a background in military infantry leadership, operations management, and instructional training. Experienced in coordinating personnel, managing resources, and implementing structured processes in high-accountability environments. Graduated summa cum laude with a B.A. in Political Science from Florida Atlantic University. Demonstrates strong analytical capability, organizational leadership, and commitment to public sector problem-solving, policy implementation, and program evaluation.

EDUCATION

Master of Public Policy (M.P.P.), In Progress

George Mason University, Schar School of Policy and Government

Expected Dec 2026

Arlington, VA

Bachelor of Arts in Political Science, Summa Cum Laude

Florida Atlantic University

Aug 2024

Boca Raton, FL

SKILLS & COMPETENCIES

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- Policy Analysis and Program Evaluation, Operations and Personnel Management
 - Training Development and Instructional Delivery, Stakeholder Coordination and Communication
 - Data Analysis using Microsoft Excel, Microsoft Office Suite, Google Workspace
 - U.S. Army veteran with 10+ years of leadership experience in high-pressure, accountability-driven environments

PROFESSIONAL EXPERIENCE

Area Manager & Fitness Instructor

9Round Kickboxing

Nov 2020 – Jan 2023

Boynton Beach, FL

- Managed daily operations of two fitness facilities, overseeing staffing, scheduling, and customer service delivery.
- Developed and implemented pricing and promotional strategies to improve client retention and revenue generation.
- Introduced a structured inventory management system to improve supply tracking and reduce shortages.
- Supervised and processed employee payroll while ensuring compliance with internal policies.

Veterinary Technician & Kennel Supervisor

Healthy Pets Veterinary Care

Mar 2018 – Jun 2020

Boca Raton, FL

- Assisted in clinical care, diagnostics, and treatment of animals in a high-volume veterinary setting.
- Supervised kennel staff and coordinated daily operations for boarding and patient care.
- Maintained detailed medical records and communicated treatment updates to clients.

Veterinary Assistant

Imperial Point Animal Hospital

May 2016 – Jan 2018

Delray Beach, FL

- Provided direct support to veterinarians and technicians in clinical procedures and patient care.
- Maintained sanitation standards and ensured compliance with safety protocols.
- Recorded patient data including weight, appetite, and behavioral indicators.

Software Training Specialist I

ASM Research

Jul 2012 – Apr 2013

Fairfax, VA

- Developed instructional materials including training manuals and presentations for Army medical personnel.

- Delivered training sessions to groups of up to 200 participants using multiple instructional methods.
- Evaluated training effectiveness and adjusted materials to improve learning outcomes.

Infantry Team Leader, SGT E-5

Aug 2005 – Jan 2014

U.S. Army & Pennsylvania Army National Guard

Multiple Locations

- Led a four-soldier infantry fire team across multiple deployments, maintaining operational readiness, weapons proficiency, medical skills, and leadership development.
- Managed and accounted for military equipment valued in the millions, ensuring full accountability and regulatory compliance.
- Authored and executed comprehensive operational orders, coordinating logistics, personnel, and resources to achieve strategic objectives.
- Represented the unit in official ceremonies including color guard and honor guard at public events and funerals.

AWARDS & HONORS

- Iraq Campaign Medal with Four Campaign Stars
- Army Commendation Medal (x2), Army Achievement Medal (x4), Army Good Conduct Medal, Combat Infantryman Badge
- Phi Kappa Phi, National Honor Society