

JOHN DOLAC

Operations Manager/ Coder

(e): [johndolacjr@gmail.com](mailto: johndolacjr@gmail.com)

(p): 704-258-2869



PROFILE

A servant leader with a strong work ethic as well as effective communication, organizational, and problem-solving abilities. I have a people and customer first mindset and look to use my passion for process improvement to grow my career and the company forward.

I love to be challenged as I am a firm believer in continuous development to expand comfort zones in order to improve one's overall skills. To me, that is how one truly grows and develops their skill sets to become well rounded in all aspects of life.

TECHNICAL SKILLS

Microsoft Office
Salesforce
JavaScript
Mongo
CRUD Operations

SOCIAL MEDIA

WEBSITE:
[My Portfolio](#)

LINKEDIN:
[My LinkedIn Profile](#)

GITHUB:
[My GitHub Profile](#)

HOBBIES

Family
Traveling
Outdoors
Fitness

EDUCATION

University of Utah

Sept. 2020 – Mar 2021
Professional Coding Certificate
Current GPA: 3.7

Virginia Intermont College

May 2002 – May 2007
BS in Sports Management/ Minor in Business Administration
Accolades: Senior Class Vice President, Academic All-Conference, Athletic and Academic Scholarship Athlete

WORK EXPERIENCE

Avidxchange, Inc.; Operations Manager

Nov. 2012–Present

- Spearheaded business continuity expansion into Salt Lake City, UT in day to day operations in a fast paced, high growth company
- Developed teammates and leaders through coaching, goal setting, and goals with their passions to create growth and success for the organization
- **Accolades:** Supervisor of the Month – Jan. 2015, Avidxcellence Award

US Army Reserves; Budget Analyst

Jun 2008–Present

- Perform daily, monthly and quarterly audits to increase knowledge and education on DTS and RLAS systems and enforcing regulations on
- **Accolades:** Top 7 in Financial Management Technician Course - Basic Course - June 2017; Army Achievement Medal Recipient - Mar. 2018; Graduate at Basic Training - September 2008

Retail Management; Sports Authority/ Hollister Co; Assistant Manager

Jun 2011–Oct 2012

- Developed the merchandise team using clear direction and reprioritized and drove merchandise operations efficiency by implementing stockroom management and timely transfer completions.

SKILLS

Leadership/Management	95%
Attention to Detail	95%
Coaching/Development	80%
Process Improvement	80%
Strategic Planning	75%
Facilitation	70%