



JOHN
DOLAC
Operations Manager

PROFILE

I am 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 company forward.

I love to be challenged as I am a firm believer in continuous development to expand on comfort zones in order to become a better leader, mentor, coder, family-man etc. To me, that is how one truly grows and develops their skill sets to become well rounded in all aspects of life.

CONTACT

PHONE:
704-258-2869

WEBSITE:
[John Dolac's Portfolio](#)

EMAIL:
johndolacjr@gmail.com

LINKEDIN:
[LinkedIn Profile](#)

HOBBIES

Family Time
Traveling
Hiking
Camping
Sports
Fitness

EDUCATION

University of Utah

Sept. 2020 – Mar 2021

Professional Coding Certificate

Languages: *HTML, CSS, JavaScript, jQuery, and calling API's*

Current GPA: 4.0

Virginia Intermont College

May 2002 – May 2007

BS in Sports Management/ Minor in Business Administration

Accolades: Senior Class Vice President, Academic All-Conference, Athletic Directors Honor Roll, Team Most Valuable Player, Athletic and Academic Scholarship Athlete

WORK EXPERIENCE

Avidxchange, Inc.; Operations Manager

Nov. 2012–Present

- Spearheaded business continuity expansion into Salt Lake City, UT while simultaneously overseeing teams in Charlotte, NC. in day to day operations in a fast paced, high growth company.
- Demonstrated mental agility and ability to hit goals, drive teammate engagement, build a strong foundational culture while demonstrating an ability to pivot and drive initiatives by leveraging business intelligence data.
- Natural leader, developed leaders and teammates through coaching, goal setting, effective communication, and aligning teammate goals with their passions to create growth and success for the organization and teammate.
- **Accolades:** Supervisor of the Month – Jan. 2015, Avidxculture Award Recipient (top 5% in the company) – Jan. 2019

US Army Reserves; Budget Analyst

Jun 2008–Present

- Currently serve as a Budget Analyst for the 76ORC where I monitor GOVCC Transaction Data to ensure compliance during Government Travel at the Command Level. I effectively communicate when Soldiers are non-compliant and escalate accordingly to drive financial readiness for soldiers throughout the Army Reserves.
- As a Squad Leader I was responsible for the health and welfare of an 8 man Squad including 2 Team Leaders to ensure mission readiness and accountability of equipment, medical and soldier readiness for our Squad.
- **Accolades:** Top 7 in Financial Management Technician Course – February 2020; Honor Graduate at Advanced Leadership Course - June 2017; Army Achievement Medal Recipient - Mar. and Jun. 2012, Jul. 2013 and 2016, Apr. 2014; Honor Graduate at Basic Training - September 2008

Sports Authority; Assistant Manager

Jun 2011–Oct 2012

- Developed the merchandise team using clear direction and reporting to improve sales, ensure timely completion of projects, while maintaining high team morale.
- Drove efficiency of merchandising operations by implementing Professional Definition Documents (PDD), merchandising products, stockroom management and completing transfers timely.

- Used daily sales trends and analytics to identify store opportunities and communicated with corporate offices regarding specific store reports and self-audits.

SKILLS

