



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.

TECHNICAL SKILLS

MICROSOFT OFFICE
SALESFORCE
HTML
CSS
JavaScript
jQuery
API's

CONTACT

PHONE:
704-258-2869

WEBSITE:
[My Portfolio](#)

LINKEDIN:
[My LinkedIn Profile](#)

GITHUB:
[My GitHub Profile](#)

EMAIL:
johnadolacjr@gmail.com

HOBBIES

Family Time
Traveling

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.
- Developed teammates and leaders 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 project completion and drove merchandise operations efficiency by implementing Professional Definition Documents, merchandising products, 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%

Hiking
Camping
Sports
Fitness