

GARY E. DEDOMINICK

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Active National Security Clearance

Transitioning Active Duty Air Force Leadership Mentor | Counselor | Manager

Master of Education graduate in Counseling and Human Resources Development with a broad background in programs, mentoring, projects, databases and enterprise systems, administrative actions, instruction and training. Possess strong organization, communication, and team building skills. Recognized for multiple innovative contributions to processes, including benchmarked best practices standard operating procedures material. Supervisory experienced veteran who handled hundreds of airmen and students mentoring and counseling needs.

PROFESSIONAL EXPERIENCE

Company Mentor | Norwich University, VT

(5/2020 – current)

Student Affairs Counseling and leadership mentor for hundreds of students. Utilized a military model within a senior military college lifestyle. Residential life supervisor solely managed all dorm access and control in a fast paced ever changing environment with COVID restrictions. Updated and maintained university enterprise system. Provided assistance for daily student physical and mental needs. Promoted positive influence through guidance counseling. Enforced university rules, regulations, and policy through investigations, mentoring, imposing sanctions, and decisions making that impacted a student's expectations, continuance, and graduation.

Operations Manager | Norwich University, VT

(7/2014 – 6/2020)

Supervisor and administrator of military student affairs programs, databases, operations, including continuous improvement. Records maintenance, recruiting, contracting for military entrance actions. Resource management: financial records, accounts payable, allowances and tuition processing. Counseling and career guidance mentoring. Enforced compliance of programs, implemented strategies and corrective measures using problem solving skills. Deadlines and business goals met. Projects managing and oversight for newly implemented programs and incentives.

Key Achievements:

- Volunteered to fill staff vacancy (additional duty). Held full time position as both Assistant Professor and HR Manager. Only noncommissioned officer of 145 agencies to achieve dual role. Catalyst in district level gap solution--saved the Air Force \$110K annually over 4 year span.
- Streamlined record review process. Redirected agency's time and increased productivity 20%. Achieved 140% agency goals met on same timeline- saved hourly wages totaled \$55K per year.

- Managed and maintained 255 financial accounts. Error free with a \$3M budget earned 100% effectiveness ratings for annual inspections five years in a row- recognized as superior performer among 60 regional financial counterparts.
- Directed program quality assessments. Only noncommissioned officer promoted to Self-Assessment Program inspector, Team Excellence 2016 and Personnel Officer of the Year 2017.
- Improved awards and decorations program while deployed in a hostile environment. Processed 2,500 awards records packages and delivered with a 40% volume increase.

Operations Manager | Brookings, SD

(06/2006– 7/2014)

Head of programs, administration, and records. Records custodian of four-year lifecycle performance and academic metrics, military standards, and disciplinary actions. Advisor for complex contracts involving benefits and obligated service agreements. Financial resources manager for student accounts. Reviewed and handled applications and administered testing for the Military Entrance Processing Station. Inventory control and accountability of testing material. Facilitated exams for 25 high schools. Administered ASVAB military exams, special tests, and maintained enterprise system e-records.

Key Achievements:

- Created benchmarked standard operating procedures. Published as best practices material, Headquarters utilized in developmental training course and increased office efficiency 15%.
- Project Manager volunteer, implemented corrective actions to revive programs for failing outside agency. Identified issues, ran corrective actions, and returned productivity to 100%.
- Proctored 2,000 military tests for surrounding high schools- established rapport and increased customer base with positive motivation- earned district level Best Team 2012 & 2013 awards.

EDUCATION

Master of Education

Counseling and Human Resource Development with specialization in Administration of Student Affairs
South Dakota State University, – Brookings, SD **(05/2010)**

Bachelor of Science
 Technical Management
Embry-Riddle Aeronautical University, – Enid, OK **(05/2006)**

Associates
 Human Resources
Community College of the Air Force, – Enid, OK **(05/2004)**

Professional Military Education and Training
 Senior Level (SNCO Academy) Manager Development Course **(10/2016)**
 Certified Instructor- Assistant Professor Aerospace Studies Course **(10/2014)**
 Mid-Level (NCO Academy) Manager Development Course **(04/2013)**
 Supervisory Level (Airman Leadership School) Manager Development Course **(05/2003)**