

Donald Joseph Wollum

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Professional Experience

Owner/ Operations Manager of **Tech Check (TC)**, a division of Health Matters, Inc. January 2011 to present

- Manages client outreach and advertising services and automotive services product developments
- Manages mobile automotive inspections and Vehicle Inspection Reports (VIR) for accounts and clients
- Office and accounts manager for Tech Check and Health Matters, Inc. including software and IT support
- Resource manager for Edmunds AutoMD, CarFax data and technical writer for TC blog, TC web site

Manager for Health Matters, Inc. (medical research writing service), Hillsborough, NC: 2007 to December 2010

- Manages accounting activities (payroll, invoicing, insurance, and benefits) using QuickBooks and Excel
- Develops and negotiates contracts for services with clients
- Manages and performs computer, printer, phone, software and IT support
- Coordinates project management and scheduling
- Retrieves data and manages medical reference database

Service Advisor and Parts Manager for Flying Circus English Cars, Durham, NC: 2003 to 2007

- Service consultant Managed parts sales
- Performed routine office duties
- Managed facility maintenance and repairs
- Coordinated parts inventory and procurement
- Ordered shop supplies and managed all client shipping requests

Master Technician, HVAC technician, emission technician, ASE Master certified at 4 dealerships: 1977 to 2011

- International Motors, Falls Church, VA: 2001 to 2003
- Euromotorcars, Bethesda, MD: 1997 to 2001
- Gebhardt Motors, Boulder, CO: 1990 to 1997
- Boulder Valley Volkswagen Saab, Boulder, CO: 1977 to 1990

Maintenance Manager, United Professional Maintenance, Boulder, CO: 1975-1977

- Performed routine and specialized maintenance including basic plumbing, carpentry, locksmith work
- Purchased and installed carpet and linoleum
- Responsible for acquisition and delivery of furniture and appliances

Automotive Technician, Stuebin Motors, York, PA, and Turnpike Texaco, Boulder, CO: 1971 to 1975

- Performed general automotive duties, including alignments, starter and alternator reconditioning

Educational and Professional Achievements

- ASE Master Technician 1984-2004, and recertified as ASE Master Technician, May 2011- May 2016
- Fred Pryor Business Seminars: 2010 to present:
 - Microsoft Excel, Beyond the Basics: 2010
 - Managing Multiple Priorities: 2011
 - Business Management Essentials: 2011
 - Delivering Excellence in Customer Service: 2011

- Exceptional Business Writing: 2011
 - Managing Emotions Under Pressure 2011
 - Gorilla Selling Techniques 2011
 - Face Book and LinkedIn Marketing 2011
 - Public Presentation Skills and Techniques.
- Automotive Technical Training by Saab Cars USA, 1977 to 2003
 - Provisional Vocational Teaching Certificate, University of Colorado, Boulder, CO: 1994 to 1995
 - Certificate in Management Development, University of Colorado, Boulder CO: 1995 to 1996
 - Saab Master Technician Challenge top award achievement: 1985, 1986, 1987, and 1989
 - York Suburban High School, York, PA: 1971

Community Service Achievements

- Fox Hill Farm representative for Orange County Neighborhood Watch: 2009 to present
- Chair of Poolesville Parks Recreation and Street Board, Poolesville, MD: 2001 to 2003
- Member of Poolesville Parks Recreation and Street Board, Poolesville, MD: 1997 to 2003
- Member of Montgomery County Facilities Implementation Group, Rockville, MD: 1997 to 2003
- Chair of Montgomery County Facilities Implementation Group, Rockville, MD: 2002 to 2003

References

- Carole Alison Chrvala, PhD, Owner, Health Matters, Inc., Hillsborough, NC: 919 644 2149 (W); 919 951 5230 (Cell)
- Toby Briggs, Owner, Flying Circus English Cars, Durham, NC: 919 596 4250 (W)
- Jerry Danner, Owner, Mile High Saab, Denver, CO: 303-910-5520 (Cell)