

Eric E Barucic

Summary

Mission driven Business Operations and Administrative Manager with 22 years of experience in Organizational Development, Sales and Executive Management, Operations Management, Business Administration and teambuilding and leadership. Expert in establishing foundational operational and administrative culture within complex institutional environments to ensure long term excellence and sustainability. Proven track record in Sales, Customer Service Excellence implementation and Operations and Leadership Management, Contracts review, problem solving enthusiast, tracking expense and revenue auditing, reimbursement, and fostering inclusive culture aligned with core movement values.

Work Experience:

Academic/Administrative Operations Manager- Champlain College-Division of Information, Technology and Science 2025-2026

*Administer all business and budgetary functions for the Academic Affairs Leadership, including day-to day operations to achieve strategic objectives, improve efficiency and drive division and institutional success.

*Provided operational management and administrative support to the Dean of the Division and Faculty as well be a central point of contact and problem solving solver for entire campus stakeholders and partners.

Resource Management and Cost control-

in partnership with its entire division and academia, forecast, administer, develop and track divisional budget, Student Experience Grants Summer Programs, Gift lines, **Contract Processing**

- Prepare and track adjunct, overload and course development appointment

- Review and reconcile **Purchasing Card** account to ensure alignment with budget forecast and limits and follow policies and procedures

- Process Invoices** for internal and external vendors

- Reimbursements for all students, faculty and administration**

- Purchase** divisional supplies and equipment

Academic Affairs Leadership Support:

Work with dean and department directors and administrators to align academic operations with institutional goals.

- Ensure academic operations that enhance student success

- Report generation and data analysis

- Provide support to division leadership regarding confidential issues including faculty and students.

- Record keeping and minutes taking for divisional meetings

- Assist Students and faculty and staff access to facilities and labs and offices

Communications:

Prepare all confidential student communications

Academic Status, Manage dismissal process and ensure deadline compliance

Faculty Searches

Manage logistics, travel and searches, hiring process for adjunct faculty Orient new employees.

Event Planning and Management: Plan student, faculty events and workshops

Leadership and Facilitations Organize and facilitate meetings, Maintain Adjunct appointment,

Business Manager, Dean of Student Office, Vice Provost and Division of Student Affairs University of Vermont, BURLINGTON, VT December 2010 – April 2025

*Establish and operationalize foundational financial systems, forecasting and tracking divisional budgets and grants to ensure long-term organizational sustainability.

- Oversee organizational development and resource management for three departments, designing budgetary supports for special initiatives and transformational change projects.

- Ensure legal compliance and risk management by auditing purchasing card expenses, processing contracts, and managing PEO-related personnel functions.

- Assist with HR systems for staff appointments and student employee management, utilizing tools like Asana, Peoplesoft, and Salesforce to track recruitment and onboarding.

- Foster inclusive culture and physical space management, overseeing facilities maintenance and dining equipment logistics for the Nicholson House and university-wide centers.

District Manager. Circuit City Store -Fire Dog Services at \$90M budget for 9 stores, August 2003 – March 2009

Senior Product specialist, Sales Representative and DSM Management

*Providing high level of leadership skills and assistance to local, district and regional company wide directors and management.

*Develop solutions for increased business key strategy and sales

*Responsible in outlook for departments and stores Plano-grams, leadership-coaching at micro and regional level.

Awards and Recognitions: 5 times associate of the month in the store, 2 consecutive times top 1 associate in the district in sales and customer service, 4 times top leader in the North East Region, promoted to Senior position, management position, recognized and selected to be on ELITE team for the District, Managed District revenue and Sales for 9 stores and Interviewed for Regional VP in sales by VP- Sales and Marketing Executive and received monetary awards and plaques

Owner and Entrepreneur- EBAY 2010-

- Marketing and communication
- Managing multiple accounts and sales
- Inventory and shipping Control
- Escalations and problem solving
- Multitasking and improvements suggestions
- Vendor contracting
- Design and Evaluation

Education

B.A. in Business Administration and Finance and specialize in HR *May 2004*

GPA: > 3.0, Dean's List –

UNIVERSITY OF VERMONT, BURLINGTON, VT

Certifications

- Professional Certificate in Leadership Management - University of Vermont Jan. 2015
- Project Management Overview Achievement - University of Vermont June 2018

Honors and Awards

- Dean's list, Honor Roll, and Certificate of Honor: Best Student of the

month in Recognition of Excellence

- Certificate of Honor: Character and School Citizenship
- Awards received: Winooski Foundation, Dollars for Scholars, -Scholarship