

# DANIEL R. ODYKIRK

## CAPABILITIES

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- Management and administration
- Organizational and cultural change
- Vendor third party relationship development
- Interpersonal and large audience communication
- Customer service specialist
- Entrepreneurial
- Crisis and incident command leadership
- Manage office participating with multiple divisions. Financial & Student Services
- Million-dollar project management
- Organization design and development
- Team building
- Problem-solving identification and resolution
- Staff selection, training, instruction, and development

## PROFESSIONAL EXPERIENCE

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Central Michigan University, Mount Pleasant, Michigan

### Manager - OneCentral (One-Stop), 2012-Present

- Reporting to the Director of Student Account Services University Billing, Bursar. Division 1, R2 Carnegie research University, with 300 academic programs (undergraduate through doctoral). Office advises and educates on the “business of being a student”. Manage office that participates with multiple divisions with responsibilities and communication between Finance and Administrative Services and Enrollment and Student Services divisions. Work in tandem with the Office of Scholarship and Financial Aid, Billing, and Registrar’s offices providing account statement analysis including a broad understanding of the financial aid and scholarship requirements and the effects on account balances, retention, and timely graduation. Interact with on and off-campus students, along with military and VA office. Represent offices during new student orientation, along with individual advising sessions. Implement and educate University staff and students on Financial Wellness initiatives, giving student a broader understanding of actions and results. Responsible for implementing a customer-service-oriented entrepreneurial culture. Office operates a call center and is the location for university vault and cashiering, including all university deposits and cash handling. Elected to participate on variety of university committees: Chaired Professional and Administrative council, Chaired Police Oversight Committee. Completed several internal University trainings, including: Leadership Standards Initiative, Essentials of Supervision, Leadership Excellence, and Service Excellence.

Ody Enterprises Inc., Mount Pleasant, Michigan

### President/Owner Operator, 1988-2011

- Opened multiple locations with an excess of 300 employees, and annual sales volume of over \$9 million. Responsible for daily operations and administration conducting business in multiple locations: Mt. Pleasant, Lansing, and Saginaw/Flint markets. Designed and implemented management structure, fiduciary responsibilities, training, unit development, and growth structures. Owned a commercial construction company developing new units and remodels. Gained a strong understanding of project management, communicating with municipalities, sub-contractor, and relationship development. Responsible for total development from site selection, corporate approvals, municipality permits, and unit construction.

City of Mt. Pleasant, Mount Pleasant, Michigan

### Firefighter/EMT (on call), 1991-Present

- Respond to emergency situations including, fires, vehicle entrapments, hazardous environments, weather emergencies, and medical. Strong knowledge of managing emergency situations utilizing Incident Command System. Ability to react and make life and property-level decisions quickly and accurately in high-stress environments.

Mobile Medical Response, Mount Pleasant, Michigan

### EMT, (part time) 2010-2012

- Utilized Emergency Medical Technician training, medical transport, and hospital industry protocols.

MiCTA, Mount Pleasant, Michigan

### Director of Marketing, 2003-2005

- Responsible for all marketing activities ranging from interpersonal to large audience conference communications. Additional responsibilities included vendor negotiations and relationship cultivation for a nonprofit organization.

## EDUCATION

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Central Michigan University, Mount Pleasant, Michigan

### Master of Science and Administration

### Bachelor of Science in Business Administration