

Contact

22 Marie Avenue, Pawcatuck, CT
06379
(201) 280-7941 (Mobile)
dkolich08@gmail.com

www.linkedin.com/in/donald-kolich-50bb22144 (LinkedIn)

Top Skills

Office Administration
Assistant Teaching
Special Education

Languages

Latin (Limited Working)

Certifications

COAET Phase II Trainer Operator
(Submarine Electronic Computer
Field - SECF)
Below Decks Watch (BDW)
Instructor Certification
301 Craftsman
Intermediate Leadership
Development Course

Honors-Awards

Global War on Terrorism Service
Medal (GWOT)
Global War on Terrorism
Expeditionary Medal (GWOT)
Sea Service Deployment Ribbon
Navy & Marine Corps Achievement
Medal (NAM)
Dean's List

Donald Kolich

Systems Engineer II

Pawcatuck, Connecticut, United States

Summary

With a strong foundation as a Fire Control Technician in the Navy since 2014, I have developed expertise in Maintenance, Repair, and Logistics, as well as Contact Management, Maintenance Management, Planned Preventative Maintenance, and Supply Management. My military experience includes serving as a Command Mast Investigator and Legal Assistant for the Naval Submarine School (NAVSUBSCOL) Legal Department in Groton, CT, and as a Submarine Electronic Computer Field (SECF) Fire Control Technician 'A' School Instructor. These roles have sharpened my problem-solving skills, enabling me to handle complex tasks effectively. After transitioning from Active Duty to the Selective Reserves as a Cryptologic Technician, I am currently employed by SEACORP as a Systems Engineer, where I design and deliver Common Infrastructure Services (CIS) within the Submarine Warfare Federated Tactical Systems (SWFTS). I collaborate closely with software developers, test engineers, systems engineers, and cyber experts to analyze requirements, design software solutions, support integration, test and manage interfaces, and assess software deliveries.

Experience

SEACORP

System Engineer

January 2025 - Present (6 months)

Middletown, Rhode Island, United States

Responsible for designing and delivering the Common Infrastructure Services (CIS) within the Submarine Warfare Federated Tactical Systems (SWFTS). Additional responsibilities include working with software developers, test engineers, systems engineers, and cyber experts to analyze and decompose requirements, design software approaches, support integration, test and manage interfaces, and assess software deliveries. Ultimately, the goal is to

network and collaborate with the larger SWFTS community to integrate and deploy CIS releases to the fleet.

U.S. Navy Reserve
Cryptologic Technician
January 2025 - Present (6 months)
Groton, Connecticut, United States

United States Naval Submarine School
3 years 1 month

Fire Control Technician 'A' School Instructor
November 2022 - December 2024 (2 years 2 months)
Groton, Connecticut, United States

I had the privilege of training the next generation of Fire Control Technicians, ensuring they were not only prepared but also eager to face the challenges that await aboard United States Submarines. Each day was a dynamic blend of hands-on system familiarization and engaging classroom instruction, providing them with a thorough understanding of the skills and knowledge necessary for success.

Legal Assistant/Command Mast Investigator
December 2021 - November 2022 (1 year)
Groton, Connecticut, United States

Duties and responsibilities included:

- (1) Preliminary Investigative Reports
- (2) Line of Duty Report for Medical Investigations
- (3) Conducting interviews
- (4) Organization and review of Non-Judicial Punishment (NJP) reports

I am proficient in Microsoft 365 and Google Workspace.

USS Newport News (SSN-750)
Fire Control Technician
December 2017 - November 2021 (4 years)
Groton, Connecticut, United States

Duties, responsibilities, and qualifications included:

- (1) Fire Control Technician of the Watch - FTOW
- (2) Assistant Fire Control Technician of the Watch - AFTOW
- (3) Electronic Plot Operator - EPO
- (4) System Expert: Combat Control System
- (5) Work Center Supervisor - WCS

- (6) Repair Parts Petty Officer - RPPO
- (7) Damage Control Petty Officer (DCPO)
- (8) Assistant United States Military Apprenticeship Program (USMAP) Coordinator
- (9) Morale, Welfare, and Readiness (MWR) Representative

My technical proficiency extends to a variety of software, including Red Hat Linux. I am adept at software build and rebuild procedures and applications. Additionally, I am highly skilled in Microsoft Excel, Outlook, PowerPoint, and Word, ensuring seamless operation across these platforms.

USS ALBANY (SSN 753)

Fire Control Technician

May 2015 - December 2017 (2 years 8 months)

Norfolk, Virginia, United States

Duties, responsibilities, and qualifications included:

- (1) Assistant Fire Control Technician of the Watch - AFTOW
- (2) Electronic Plot Operator - EPO
- (3) System Expert: 6-Inch Launcher and Combat Control System
- (4) Damage Control Petty Officer - DCPO
- (5) Assistant United States Military Apprenticeship Program (USMAP) Coordinator
- (6) Morale, Welfare, and Readiness (MWR) Representative

My proficiency in Red Hat Linux software build and rebuild procedures and applications, as well as Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, and Microsoft Word, ensures that I can effectively handle the technical aspects of the job.

Hudson County Prosecutor's Office

Agent/Clerical Assistant

April 2009 - April 2014 (5 years 1 month)

Jersey City, NJ

Duties and responsibilities included:

- (1) Engaging in meticulous review and editing of intricate police reports, ensuring every detail is accurate and comprehensive.
- (2) Conducting interviews and the subsequent generation of reports for review.
- (3) Preparation of Law Enforcement Officials and Assistant Prosecutors for high-stakes criminal interviews, testimony, and trials.

- (4) Transporting, storage, preparation, maintenance, generation, and presentation of evidence for interviews, grand jury testimony, and criminal trials.
- (5) Performing background checks
- (6) State and county-level data entry and research,
- (7) Utilizing various databases to gather and analyze information.

While working for the Hudson County Prosecutor's Office, I also aided Assistant Prosecutors in trial preparation, including locating and preparing victims, witnesses, and law enforcement officers for court proceedings, locating and retrieving evidence, duplicating evidence, the preparation of discovery, and file management. Additional responsibilities included aiding Assistant Prosecutors in the courtroom during trials and setting up the DOAR System and laptops to view audio/visual evidence. I was also trained and experienced in internal and external office database inquiries such as NCIC/SCIC, CJIS, Promis/Gavel, NJ DMV, CPClear, ARTS, CRTS, ERTS, and JRTS.

The College of Wooster

Office Assistant III/Tour Guide

January 2006 - May 2008 (2 years 5 months)

Wooster, Ohio, United States

Daily responsibilities and routines included:

- (1) Providing campus tours to prospective students and their families of college facilities and academic departments.
- (2) Engaging in a variety of tasks, from performing data entry to telework.
- (3) Assisted with the mailing, organizing, and storing of prospective student records for counselors and additional College of Wooster staff and employees.
- (4) Assisted in the training of new Office Assistants, allowing me to step into a leadership role while contributing to my professional growth as well.

This part-time job was maintained while attending the College of Wooster.

Hudson County Prosecutor's Office

Intern

June 2007 - August 2007 (3 months)

Jersey City, New Jersey, United States

I was assigned to the Business Office and Supply Room. My duties and responsibilities included organizing and distributing office supplies to trial

teams and units. This part-time job was maintained between semesters at the College of Wooster.

Roosevelt Elementary School

Teaching Aide

June 2005 - June 2007 (2 years 1 month)

River Edge, New Jersey, United States

I was assigned as a teacher's aide for general and special need's students enrolled in the summer enrichment program. I assisted in the education and development of handicapped and special needs students in Science, Mathematics, English, Writing Skills, and Physical Education. This part-time job was maintained between semesters while attending The College of Wooster.

Education

The College of Wooster

Bachelor of Arts - BA, Major: History / Minor: Religious Studies · (August 2004 - May 2008)

Rutherford High School

High School Diploma · (September 2000 - June 2004)