

JUNE F. BRINKLEY

CAREER OBJECTIVE:

An academic advising position utilizing over 10 years of exceptional customer service experience working with diverse clients in an academic setting. Highly motivated, strong critical thinking and problem solving skills. Works well independently or collaboratively.

EDUCATION:

Bachelor of Science - Human Services May 2018
Old Dominion University, Norfolk, Virginia

Associate Degree - Social Science May 2003
Tidewater Community College, Chesapeake, Virginia

- Graduated Magna Cum Laude

RELATED EXPERIENCE:

Academic Advisor – Counseling Department October 2014 – Present
Tidewater Community College, Chesapeake, Virginia

- Assists students with planning for classes, registration, evaluate transcripts, graduation, substitution/waiver requests, and other student support services
- Direct students to the website for transfer, graduation, and program information
- Process curriculum changes reducing wait time in the Counseling Office
- Educate and assist at-risk students with academic warning, probation, and suspension
- Manage student information using Microsoft Office Word, Excel, and Image Now
- Interprets Placement test results and explains policies and procedures
- Receives and handles telephone, email, and walk-in inquiries from students
- Communicates effectively and respectfully with students, faculty/staff, co-workers, and the community, orally and in writing
- Proficient: Scheduling and Reporting System (SARS), Student Information System (SIS), Transfer Evaluation System (TES), Image Now

Advising Intern – Counseling Department January 2014 – August 2014
Tidewater Community College, Chesapeake, Virginia

Administrative & Office Specialist -Library April 2003 – September 2014
Tidewater Community College, Norfolk, Virginia

HONORS AND AFFILIATIONS:

Volunteer, Church of the Lord Jesus Christ – Food Bank May 2011 - 2015

REFERENCES:

Furnished Upon Request