

Glyn Bongolan

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SUMMARY

Nine years experience working with community college students. Extensive experience in counseling students about transfer requirements to four-year universities. Proficient in multiple computer applications including MS SharePoint Designer. Experience in cross-cultural counseling. Effective team player with excellent communication, interpersonal and administrative abilities.

EDUCATION

Master of Arts, Educational Counseling, emphasis in **multicultural counseling**

via Community Based Blocked (CBB) program

San Diego State University, May 2000

Bachelor of Science, Management Science; Bachelor of Arts, Urban Studies/Planning,

University of California, San Diego, June 1997

Career Counseling Courses

University of California, San Diego Extension

COUNSELING EXPERIENCE

Academic Counseling

- Developed detailed educational plans: Vocational, Certificate, Associate's degrees, and Transfer
- Assisted students with financial aid petitions, transcript requests, grade adjustments, academic renewal, petitions for graduation, IGETC certification, and cross-enrollment
- Assisted students in matriculation process: admission, assessment, orientation, counseling Pre-evaluated out-of-state and private university transcripts
- Reviewed and signed UCSD TAG and UniversityLink contracts
- Worked with first generation, underrepresented and low-income students from 7th through 12th grades in academic and financial preparation for college

Career Counseling

- Assisted participants in developing employment plans based on assessment of aptitudes, interests, personality, and values
- Interpreted and proctored group and individual assessments such as SDS, COPS, Choices Interest Inventory, MBTI, CASAS, TABE, MicroSkills, and values and interests card sorts
- Served as liaison with the San Diego Workforce Partnership, Inc. and San Diego Youth at Work (SDY@W), as well as other partner community agencies
- Referred students to training programs such as ROP, Centers for Education and Technology courses and community colleges
- Conducted weekly career center orientations for South Metro Career Center

Personal Counseling

- Counseled students/clients with personal concerns that affected educational success such as job loss, academic confidence, social adjustment, motivation, and issues affecting first generation and non-traditional college students
- Assessed students in crisis and provided appropriate referrals and follow-ups
- Referred students to campus and community resources including EOPS, Disability Resource Centers, Veteran's Services, Career Centers, psychological/support services and services

TEACHING EXPERIENCE**College Success Skills, Counseling 110**, Palomar College, *August 2000 - present*

- Prepared curriculum and lectured on study skills, college and life skills, and diversity
- Taught face to face and online using Blackboard

Transfer Success, Counseling 101, Palomar College, *August 2003 – December 2006*

- Developed syllabus and course curriculum on matriculation process to UC, CSU and private systems, financial aid, application process, transfer issues, and campus resources
- Taught specifically for UniversityLink students and for GEAR UP/JumpSTART students

Career Search, Counseling 165, Palomar College, *July 2005 – December 2007*

- Provided instruction and facilitated career exploration process

RELEVANT EXPERIENCE**Leadership**

- Organized and facilitated half-day workshop for Counseling 110 instructors
- Coordinated technology piece for High School Counselors' Conference using Classroom Presentation System (clickers) and presented the High School Counselors' resource web page
- Member of the following campus wide committees: Student Equity, Matriculation and Transfer, and Academic Technology
- Coordinated adjunct counselors' schedules for meetings, votes, sign-ups and office assignments

Presentation

- Provided orientations for new Palomar students during summer Early Acceptance Program
- Utilized PowerPoint, videos, music and interactive activities to supplement lectures in class
- Conducted the following student workshops: CSU and UC application, TAG and Personal Essay
- Presented as part of a panel for college nights at local high schools for parents and students

Computer

- Experienced with Microsoft Office Suite, SharePoint Designer, Publisher, PeopleSoft and the Internet
- Extensive use of resources such as Assist, CollegeSource, UC Pathways, CSU Mentor, Choices, Please Understand Me, Eureka, Discover
- Updated and maintained Counseling Department home page and created over 25 new informational pages including Articulation, High School Counselors' Resource, and Counseling 110 Instructor Resource web pages.

WORK HISTORY**Assistant Professor/Counselor**, 2006 - present

Palomar College/General Counseling

Adjunct Assistant Professor/Counselor, 2000 - 2006

Palomar College/General Counseling and Transfer Center

Career Counselor, 2000 - 2002

San Diego Community College District/ South Metro Career Center

Counseling Intern, 1999 - 2000

Palomar College/San Diego and Imperial Counties Community College Association (SDICCCA)

Program Assistant, 1998 - 1999

University of California, San Diego (UCSD)/Early Academic Outreach Program (EAOP)