

**Brian K. Green**

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**1-628-219-9225**

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**Education: CSU, Fresno**

**Bachelor of Arts: Liberal Studies with Special Major**

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**Related experience:**

**West Hills College Lemoore** **12/2007-10/2009**

555 College Avenue Lemoore, CA 93245

**Advising Specialist (TRiO/Upward Bound Program)**

**Duties:** Caseload consisted of students referred to program that were low income or possible first generation college attenders. High schools served were rural schools located in California's Central Valley. Assisted students with educational/vocational planning. Coordinated and supervised tutorial sessions at high school sites. Administered computerized college placement exams. Advised clients on appropriate community college classes to register in order to reach academic goal. Planned and coordinated field trips, transportation, and lodging in order to visit universities and education/career based locations. Guided and assisted students with financial aid and college applications, job applications, mock interviews, DMV exam preparation.

**Fresno County Office of Education** **12/1999-11/2007**

1111 Van Ness Avenue Fresno, CA 93721

**Career Guidance Specialist**

**Duties:** Caseload consisted of underserved student population: High school students with learning and/or physical impediments referred by Special Education director or teacher at mainstream high school and also incarcerated students at juvenile hall, boot camp, or court and community school locations. Assisted students with job development. Administered vocational interest assessments and advised students of 'informed choice' in regards to which career/vocation they wished to pursue and their abilities. Guided and assisted students with financial aid and college applications, job applications, mock interviews, DMV exam preparation.