

# NINA M. MUNGICAL

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## SUMMARY OF QUALIFICATIONS

- Strong technical skills with the facilities to quickly gain proficiency in new software and technology with limited instruction
- Ability to independently prioritize and accomplish a multiple array of competing tasks
- Highly organized with a meticulous attention to detail
- Excellent customer service skills, with the ability to employ tact and diplomacy in dealing effectively with diverse populations

**EDUCATION** UNIVERSITY OF CALIFORNIA, BERKELEY, Bachelor of Arts, May 2005

## EMPLOYMENT HISTORY

*San Joaquin Valley College, Modesto, CA* 12/2009 – Current  
*San Joaquin Valley College, Rancho Cordova, CA* 09/2008 – 12/2009

### **Registrar & Transcript Evaluator**

- Build and maintain course/room scheduling, collaborating with Academic Dean & Program/Division Managers to schedule full- and part-time faculty
- Evaluate transcripts for all SJVC campuses for potential transfer of credit and/or the satisfaction of programmatic admissions pre-requisite courses
- Perform regular audits to ensure accuracy of student records data
- Facilitate student reenrollment and campus transfer processes
- Maintain in-school and out-of-school students' permanent academic records, utilizing imaging software to convert all physical files to electronic format
- Prepare summary reports on student census data for campus management team
- Perform all duties outlined in Registrar Assistant position below

*San Joaquin Valley College, Rancho Cucamonga, CA* 08/2007 – 08/2008

### **Registrar Assistant**

- Audit and process new student enrollments
- Monitor daily attendance, ensuring accurate and timely attendance posting by instructors
- Process student status updates (i.e. leaves of absence, graduates, drops, and terminations)
- Perform term-end academic progress evaluations
- Schedule failed courses for retake and monitor completion of Incomplete grades
- Evaluate transcripts for transfer credit

*San Joaquin Valley College, Rancho Cucamonga, CA* 09/2006 – 08/2007

### **Financial Aid Clerk**

- Researched and assisted Financial Aid Manager in reconciling past due Title IV funding
- Collected on past due in-school student payments
- Scheduled Title IV financial aid

## COMPUTER SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Typing speed: 70+ wpm