

## Christine DiSturco

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### EDUCATION

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**University of Central Florida**, Orlando, FL anticipated 2013  
*Master of Arts*  
Education, Applied Learning and Instruction  
Concentration in Psychological Foundations and Business Training  
12 cr. hrs.      GPA 3.75

**University of Central Florida**, Orlando, FL anticipated 2014  
*Master of Arts*  
Education, Educational Leadership  
3 cr. hrs.      GPA 3.0

**University of Central Florida**, Orlando, FL 2011  
*Bachelor of Arts*  
Major: Interdisciplinary Studies– Concentrations in Humanities and Behavioral and Social Sciences  
Minor: Writing  
Cum Laude      GPA 3.7

**Brevard Community College**, Cocoa, FL 2007  
*Associate of Arts*  
General Education concentration in Psychology  
Honors      GPA 3.6

#### Strengths:

- Possess effective written and oral communication skills and research capabilities
- Work effectively with various departments across the College
- Possess advanced computer and technology skills, including database creation and management.
- Proficient in a variety of software applications including Microsoft applications; OUCampus; InfoPath; Banner; Adobe; Contribute; and Oracle. Familiar with DreamWeaver, PhotoShop, InDesign and ARGOS applications

### EXPERIENCE

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**Brevard Community College**, Cocoa, FL September 2008 – Present  
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*Specialist, Collegewide Admissions and Advising, Enrollment Management*  
*Web Support Team*

Support the Collegewide Director of Admissions and Advising; support the Associate Director of Collegewide Admissions and the Admissions, Advising, and Testing department's Collegewide.

- Monitor daily enrollment patterns, provide Vice Presidents with recommendations on how to improve enrollment, scheduling of courses and meet student needs
- Serve on and lead committees- Student handbook (lead), Catalog committee (lead), SEM (serve), Graduation (serve)
- Manage all Collegewide forms for Student Services; accountable for requesting, revising, redesigning, ordering, maintaining and sending forms to Collegewide Publications for print and distribution
- Manage the scheduling of and serve as the Building Coordinator for the Student Center
- Answer inquiries; provide and research information on the College's enrollment/registration processes and procedures; communicate with various College departments concerning updates and processes of Student Services

- Fix webpage issues, maintain webpages for regular updates, train and assist users in need of support for their web pages.
- Schedule and prepare for interviews for potential new employees in Student Services; call applicants for appointments; input data in the Personnel and Employment Administration database; call applicants references, prepare PAF's for Human Resources.

**Brevard Community College, Cocoa, FL**

March 2006 – September 2008

**Administrative Assistant III, Resource Development**

Effectively and efficiently, maintained accountability for researching, identifying, and monitoring potential funding opportunities from external sources.

- Developed a Microsoft Access database to input, maintain and track active grant information and archive grant projects. Database is designed to compile reports, monitor due dates of quarterly, bi-annual and annual reports, and retain all official files.
- Managed all recruiting and processing of applicants for the Computer Science, Engineering, and Math Scholarship funded by the National Science Foundation (NSF). Created an applicant database for official records and submission of quarterly and annual reports to NSF.
- Monitored the office budget, produced monthly and annual reports; compiled data for monthly activity reports and quarterly development reports for submission to Cabinet level staff
- Improved, updated, and maintained department website
- Edited and proofread text of grants, manuscripts, abstracts, presentations, and other material, including rewording for clarity, checking bibliography, verifying concordance between figures and text, and editing to comply with style guidelines and submitted final product to funding agencies before the deadlines

**Océ Corporate Printing, Melbourne, FL**

November 2003 - March 2006

**National Scrub Team, Technician Support**

Researched and sought resolution for escalated issues to correct erroneous information in the Installed Database.

- Identified, developed, presented, and implemented a work-around solution for a malfunction in Oracle, in which the equipment listed the correct customer in the Install Base, but would not populate in the Service Request form. This solution prevented many billing and service issues and resulted in a cost savings to the company due to a reduction in the number of customer callbacks.
- Researched, isolated and corrected errors in Oracle database to ensure service calls were set up correctly with accurate information. Detailed descriptions of issues were provided to the training department to assist in training new dispatchers.
- Procured and ordered parts for the field technicians to repair the customer's inoperable machines
- Updated customer accounts to reflect current and correct information
- Supported technician and customer calls as needed

**Lockheed Martin Corp., Lakeland, FL**

August 2000 - November 2003

**Benefits Administrator**

Managed all aspects of employee and retiree benefit requests

- Processed healthcare; dental; life; long and short-term disability; and employee beneficiary forms
- Updated employee benefit records with the insurance carrier on their behalf; carrier interface
- Assisted employees with proprietary information in regards to their benefits

**U.S. Army Non-Consolidated Contractor, Fort Greely, AK and Fort Benning, GA**

1995-1999

**Base Child Care Administrator****PROFESSIONAL AND ACADEMIC MEMBERSHIPS**

- Phi Kappa Phi Honors Society, 2010
- Florida Association of Community Colleges, 2006
- Phi Theta Kappa Honors Society, 2001

**PROFESSIONAL LICENSES**

- Florida licensed Notary, #DD947202