**Harold Brinkley**

Training Specialist

Memberships

* Air Conditioning Contractors of American (ACCA)
* Plumbing-Heating-Cooling Contractors (PHCC), Indianapolis

Education/Training

**Bachelors of Science, Business Administration** **1998**  
Indiana Wesleyan University

**AAS, Building Trades** **1987**  
Ivy Tech Community College of Indiana

**AAS, Heating, Air Conditioning, & Refrigeration** **1984**  
Ivy Tech Community College of Indiana

Instructional Experience

**American Trainco (Southeast US) 2007—present**

Conducts basic electrical and HVAC training seminars, assessing the training needs and comprehension of the students, preparing training material and agenda, continually enhancing technical instructional delivery and presentation skills, adjusting course content in accordance with business needs and regulatory requirements, and ensuring the quality of the course content throughout a course life cycle. Over 600 hours of classroom instructional experience per year.

**Ivy Tech Community College of Indiana 1994—2007**  
Program Chair for Manufacturing & Industrial Technology; review and write curriculum; manage and hire adjunct faculty; manage high school dual credit (concurrent enrollment) program; recruit and retain students for HVAC-R and Welding programs; teach 12 credit hours per semester in HVAC-R/Manufacturing, and Industrial Technology; coordinate all off-campus HVAC-R projects; coordinate all lab activities for adjunct faculty; calculate and record all grades for the department’s students; manage program budget for HVAC & Welding areas.

Technical Experience

**Owner/Operator (Brinkley’s Heating, Air Conditioning, & Refrigeration)**  **1986—2000**   
Service/installation of residential and light commercial HVAC/R; heat loss/gain worksheets (manual J) with manual D duct design; estimating/specs for new construction; manage and training six to eight service techs; manage office staff, budget, advertising, collections, customer relations, and sales