**COMMUNICATION:**

I personally believe communication is one of the most important aspects of management. Without communication, it is very easy to confuse people in an organization or to miscommunicate certain details.

**Strengths:**

When I work in an organized team, I tend to communicate very well. I send out frequent emails, text messages or phone calls when there is a task to be done to make sure everyone knows what is happening and that everyone is on the same page. This becomes especially important when events or plans change. It is important that everyone knows what changes are going to be made or have been made. I realize that when I am in charge of a situation, I am very good at keeping a constant communication because everyone is counting on me for guidance. This also helped me realize that when other people need me, I am usually there to support them and that I am motivated by other people’s needs.

My oral presentation skills have improved dramatically over the years. I know in elementary school and preschool, I was terrified of public speaking, but now, even though I still may be slightly afraid of public speaking, I can present myself confidently and effectively. I was able to improve myself by forcing myself to go outside of my comfort zone and present in front of a large crowd of people. Now when a professor needs a volunteer or action needs to be taken, I am the first to take an active role in participating and giving public speeches.

According to the **Intuitive Ability** self assessment, I got a score of 6 out of 12 on the intuitive score. This means that I am very balanced with being creative and imaginative but also in being realistic and careful. This is true because although I like to be creative and imaginative, I like when there are a set of rules to guide me through a process. I tend to change or modify the process as I see it fit, but I like to follow a structure.

My utilization of technology in my communication skills is usually very good. Being an engineer, IT consultant and Webmaster, I know all the new and effective technologies to communicate with a group on individuals. Right now the most popular to share documents is Google Docs and Dropbox.com.

**Weakness:**

I know I need to improve on communicating on a personal level. I never know what to talk about or how to hold a conversation in some situations. I know that I have an introverted personality, so I usually do activities individually and don’t usually communicate with others unless there is a team or group activity. I also need to learn how to ask for help sometimes. I know I usually try to work at something until I can get it solved or working, which is a good entrepreneurial skill according to the **Entrepreneurship Orientation** self assessment, but I feel that it is one of my weaknesses in communication.

I also have a weakness in giving feedback. Although my ability to receive feedback is great, my ability to give advice is lacking. I know that I’m not the greatest at giving feedback, and most people take offense or become defensive when you try to correct or improve upon something they do. I always try to start of with the good results, follow up with a point of improvement and then finish on another good note. I usually end up only giving good feedback and not negative feedback when it is needed as to avoid confrontation or resentment.

Another area I need to improve on is voicing my opinion. I know that I need to improve because in the **Are you a team player?** analysis, I said that I wouldn’t speak up in a group if my opinions were conflicting. I find this to be true when matters are small, or the majority of the members in a group vote a certain way. I tend to not voice my opinion when it is time for discussion because it wouldn’t matter anyway, but when it is time to vote, I always vote my opinion. I find it easier to voice my opinion when all of the members of the group do not know each other. For example, when I was new to the Institute of Electrical and Electronics Engineers, I found it easy to voice my opinion because everyone else was pretty new to the organization, so I didn’t feel threatened to speak up. However in my fraternity, I tend not to voice my opinion because the members are usually a lot more willing to criticize my opinion which is good from a decision making point of view, but it discourages me from speaking up.

TEAMWORK:

Strengths:

According to the **Are you a team player?** assessment, I work really well in teams. I scored an 86 out of 100, which is a lot better than I would have expected. I have always been on a team since I was little whether it be little league baseball, high school football and wrestling, being in an on campus organization or working with a small class group. In these teams, I like to encourage others to speak their opinions and praise their ideas because I know too many people that like to discourage others from voicing their opinions. By doing this, members of the group look to me as the leader. When I went to the National Youth Leadership Forum on Technology, we had to innovate a new technology for Internet safety. About 12 of us were put into a group, and right away I started asking what skills people had and what ideas we could come up with. When it was time to elect positions, they choose me to be the president of the team. I enjoy working in teams and enjoy getting everyone to communicate and collaborate because I know how it feels to be the one who is forgotten or never heard.

I can work very well with others. I always respect people’s opinions and always believe that they have a right voice their opinions. I believe it is actually beneficial for people to contribute to the team with their opinions, but I feel there is a lot of negative criticism within the teams I have been on recently. I believe that positive reinforcement can go a long way in encouraging people and in motivating people.

Weakness:

My weakness comes with conflict management. I am terrible at managing conflicts. I know its bad, but I always avoid confrontation. It is my biggest weakness. Whenever there is something wrong or something that upsets me, I usually let it go until it goes away which is the worst way to manage conflict. This also plays a role in communication because it takes good communication skills to get your conflict resolved with out creating animosity. In the self-assessment **Emotional Intelligence Assessment** I scored very low. I scored a 38 out of 100, and 54 was the threshold for bottom quartile. This surprised me a lot because although I do tend to avoid confrontational situations, I didn’t think it was that bad. Many of the choices I chose for the answers were the wrong way to deal with an emotional situation. This is one area that I realized I really need to work on and it may be the most important because I will always have to deal with Conflict Management in life.

SELF-MANAGEMENT:

According to the **Personal Values** assessment, I scored very high in Professional, Physical and Intellectual values. I find this to be true because I do enjoy professional atmospheres, I enjoy and thing it is very important to be physically active in sports or working out, and lastly I think intelligence is the most important factor in life. I find it fun to learn new things and to learn as much as I possibly can. I expected to score low in financial values because I don’t care about expensive things or nice things. I usually spend frugally and never buy new things, just try to fix old things.

I did score lower than I would have expected in family values however. I love my family and hope to have a great family in the future when I start my own, but I scored higher in social values than I did in Family values. I believe having a good marriage is key to a happy life and a happy future for my kids, but I may have scored lower than expected because my family connection now is not as strong as I probably wished it was.

Strengths:

I believe I am very good at managing myself in some areas such as time management, money management, and remaining faithful to my morals and commitments. I am very good about time management. I keep a calendar of events that could have events up to a month in advance so I will know how to manage my time. Lately, I’ve been getting worse at it, but usually I am very good at it. I believe that with good time management comes less stress and more time to do things. Bad time management usually leads to stressing out before a midterm, performing badly and wasting time doing nothing. Time management for me is critical because I work 12 hours a week, am taking 21 units, am involved in many on campus organizations and plan to do research in the upcoming weeks. Without time management, I would not be able to do all of this.

I am also very good about managing my money. I never get any money from my parents unless its Christmas, so I manage everything myself. I save my money and contribute to a retirement fund each month because it is good to plan now for the future. I usually don’t spend money on petty things, and I always know how my budget will look for a certain month. I usually plan for unexpected charges or funds, and I am very conscious about where my money goes and how much is in each of my bank accounts. Being able to manage my money results in less stress for myself about financial situations.

I am also usually very good at not buying into peer pressure. I won’t do something unless I believe it is the right thing to do or if I believe that it will be beneficial. I have had to fight through a lot of peer pressure throughout my many years of school, but I always remain loyal to my morals.

Weakness:

My weakness would have to be where I put my priorities. As I mentioned in the  **Personal Values**  assessment, I don’t value my family as much as I wish. I want family to be a high priority in my life, so I will need to reevaluate my personal values.

I also put other people’s priorities above my own sometimes which I need to learn how to overcome. When a friend comes to me for help with a project that is due the next morning and I also have school work that needs to be done, I have a very difficult time saying “You should have managed your time better” and instead end up helping them out and putting more effort into their projects than my own. This has no benefit to me and all the benefits to them and all I ever get in return is a simple thank you. If I can count the number of times this has happened, I’d have to say over 16 times that I can count. I really have a hard time turning down a person in need of help.

I also believe that I need to improve my work ethic. I am not as efficient as I believe I could be. I can get very distracted very easily, and I need to learn how to find a way to focus on my work.

LEADERSHIP:

Strengths:

I consider myself to be a good leader. I usually step up and take on tasks that no one else is willing to do. Other people usually look to me as a leader in certain situations. I believe that to be an effective leader, you have to take action right away and not wait for things to happen. I have had many experiences as a leader including President of the IPID group, which was a project on internet safety, Corporate Affairs Co-Chair for the Engineering Student Council at UCI and many other small roles. Whenever there is a group of individuals in which we are given a task and need to complete it, I assume the position of a leader and start organizing everything because I know that 70% of the people in that group are looking for someone to assume the role of the leader, so that they can be told what to do.

My strategic thinking skills are usually pretty advanced. As an engineer, strategic thinking is a requirement to do well in the field, so I believe I am good at strategic thinking.

In the assessment **Leadership Style**, I scored a 10 in concern for people and 9 in concern for the task as a leader. These are pretty good numbers and I expected for my concern in people to be higher than my concern in the task. My belief is that if the people in a group actually want to be there and are enjoying themselves, than the task will get done, however, if there is more importance on the task than the people in the group, members will become discouraged or even not want to complete the task.

Weakness:

I that same assessment **Leadership Style,** there asked a question, “how often do you settle conflicts in the group?” and I answered never. When there is a conflict in the group I am terrible and figuring out what to do. I know that it should be brought up and dealt with right away, but I never know how to go about doing that. I also have a problem dealing with a lazy person who is unmotivated. I don’t know whether to expel them from the group or to find out what it is that is making them unmotivated. I think this comes into play with reading people’s emotions and understanding other people’s ways of thinking. I know I have a hard time reading people’s emotions and it is an important skill to have as a leader.

I also have a bad awareness about global issues. I find it hard to get interested in global issues, which seem so far away from me and would have no effect on the things that I do. I find that this aspect of leadership would be more relevant if you were the leader of a business team or corporation that does business globally.

CONCEPTUAL SKILLS:

Strengths:

Weakness:

Of all the assessments that I did, I scored the worse on the **Emotional Intelligence Assessment** as I stated earlier in the communication section. This assessment showed how well I can deal with other people and what to do in highly emotional situations such as what do I do when I get really upset, or what do I do when someone starts yelling at me. In each of the areas, I chose the passive answer such as when I am really upset, I hide my emotions and remain calm or when someone starts to yell, I walk away. These are the worst ways to deal with emotional conflicts and I need to learn how to deal with these. I think I avoid highly emotional situations because they make me feel uncomfortable so to gain that instant gratification, I avoid the problem. This is bad because the problem will only get worse if it is not addressed sooner than later.

PROFESSIONALISM:

do you present a positive, managerial impression? •

Personal presence •

Initiative •

Career self-management

• “value added” (what is unique about you?)