Career Readiness Workshop
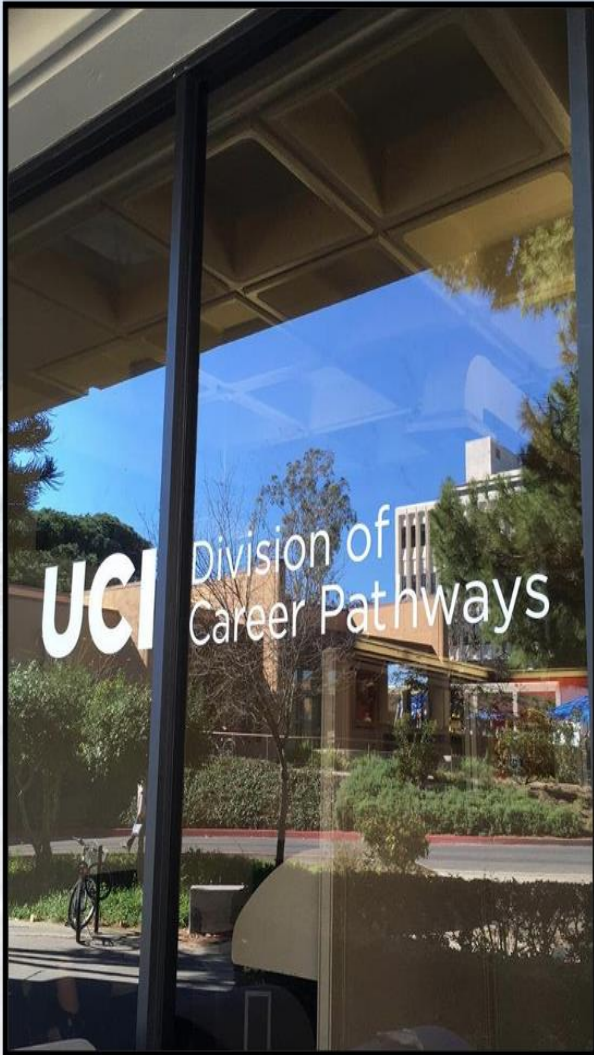
Karol Johansen, Director of Career Education

Goals for Today

- **To Learn about…**
  - **Division of Career Pathways - Online Resources**
  - **Introduce you to Basic Components of the Resume**
  - **Tricks to Tailor your Resume to the job**
  - **Job Search Strategies**
  - **Elevator Pitch**
  - **Address Questions**

Summer Hours

Physical Office Hours

Monday – Thursday from 10am-4pm

Virtual Appointments

Monday – Friday from 9am-5pm

Schedule appointments
through Handshake

Summer Virtual
Workshops

Career Exploration

- **In Person and Virtual Individual Appointments**
- **Career Discovery Series**
- **Career Groups**
- **Anteater Career Network**

Additional Services

VIRTUAL Job Search

- Workshops
- Career Fairs
- Employer Info Sessions
- Technology Platforms:
- (Big Interview, Vmock, and Career Spots)

VIRTUAL Grad school planning

- Workshops:

Applying to Grad School

Applying to Health Professional and Law School

- Graduate School Fair
- Law School Fair
- Health Professions Fair

Webinar Video Library

View past webinars with topics including networking with alumni, building an online presence, and the medical school admiss

Watch Now

DCP Webinars

DCP Services & Resources

Career Panels

Health Professions & Graduate School

Interviewing

Job & Internship Search

Networking

Resume Writing

Grad Students

Career Discovery Series

Career Discovery Series Panels

(Recording Available)

Visit:

https://career.uci.edu/career-discovery-series/

**Data Science Panel, click on link above
and then on the Data Science Program**

•**Data Science Professionals Panel**
•Alyssa Columbus, Data Governance Specialist at SchoolsFirst Federal
Credit Union & NASA Datanaut
•Julian Newell, Senior Manager, Quantitative Analyst at Magid
•Mark Nguyen, Manager, Sales Analytics and Data Science at Chipotle

Functions of a Resume

- A tool to get you the *interview*, not the job
- Provide employer with a concise summary of education, skills, and goals
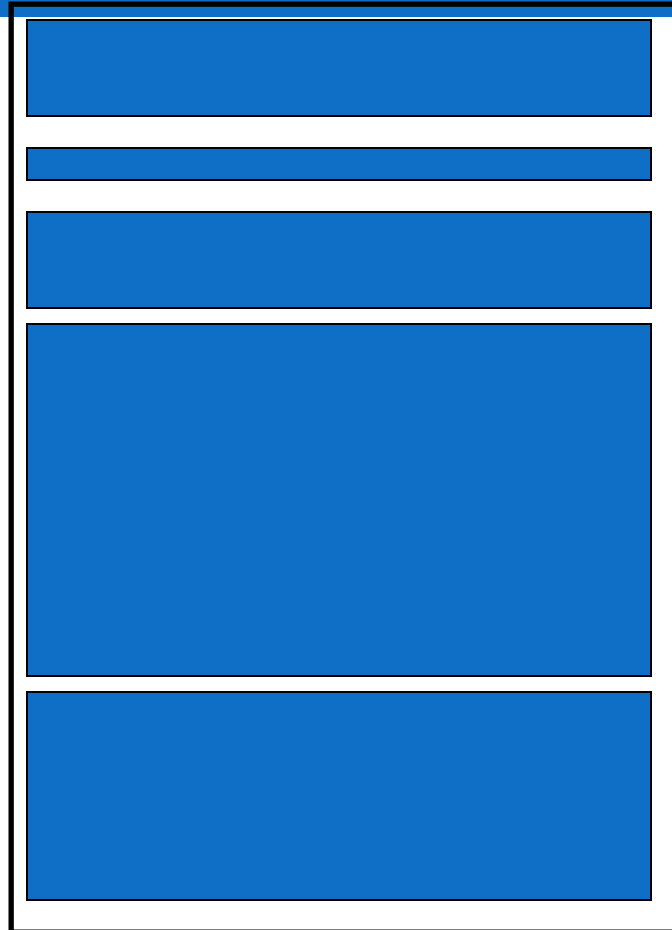- Facilitate the interview

☐ **The average employer looks at a resume for only12-15 seconds!**

Resume Structure

Contact →

Objective ←

Objective

Be Specific:

1. **Function (type of work)**

   "…Data Analysis"

2. **Employer/Industry (work setting)**

   "…in the Finance Industry "

3. **Position**

   "…Data Research Associate Position"

4. **Skills**

   "…utilizing my Analytical, Quantitative, and Research skills"

5. **Time Orientation**

   "…part-time"   "full-time"   "summer internship"

What Do You Think of This Objective?

- ❑ **"Desire a challenging position that will utilize my education and experience to its fullest within a high-growth organization that offers opportunities for advancement and growth."**

Good Example

- ❑ **"Seeking a data analysis intern position in a research setting that will utilize advanced numerical and analytical skills.**
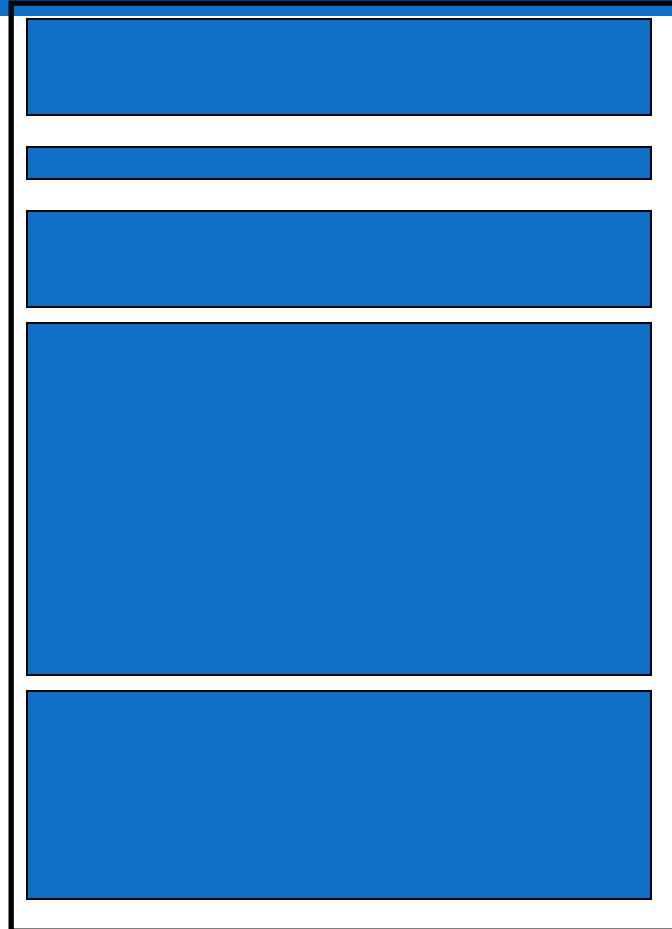
Resume Structure

Contact

Objective

Education
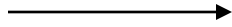
Education

- Include University – full name
- Degree – Bachelor of Arts or Bachelor of Science
- Major/Minor program(s)
- Date of Graduation (expected)
- Study Abroad Experience
- GPA if greater than 3.0
- Community College
- Avoid High School

Resume Structure
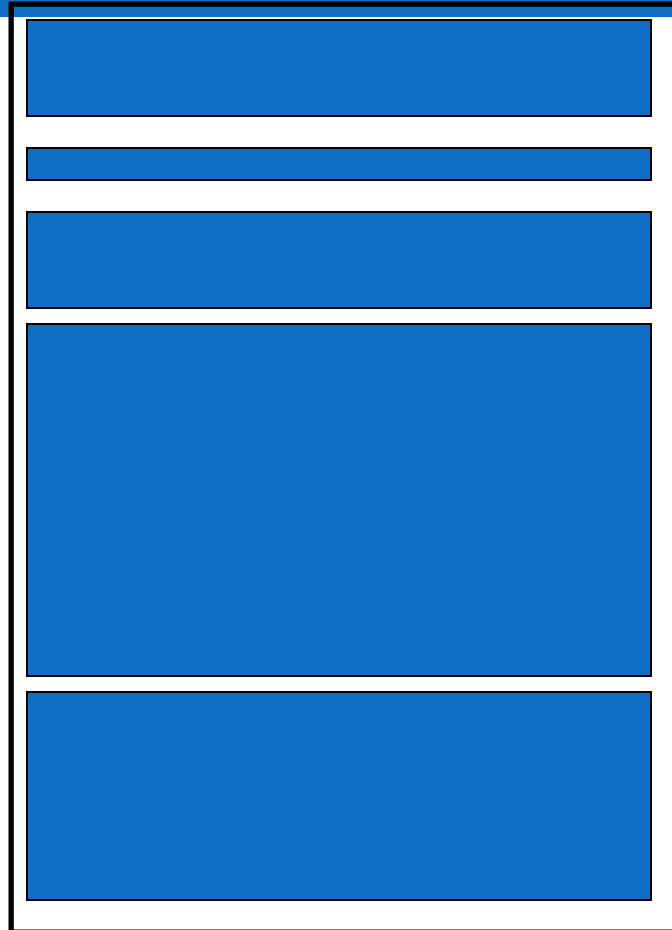
Contact

Objective

Education
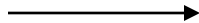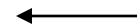
Experience

Experience

- What is Experience?
- List Organization/Company name; Location, Job Title, Dates employed
- Reverse chronological order
- Verb tense (present or past)
- Describe using *Action Verbs* and K*ey Words*
- *Quantify* #, $, % when possible
- Describe any results and accomplishments

Experience Example (Actuarial)

Katura and Associates, Newport Beach, CA

Actuarial Assistant, June 2019--present

- Participated in month long 25 hour actuarial intensive training program

- Under the supervision of an actuary, compile and compute quantitative data for statistical analysis

- Analyzed data used in calculating valuation, risk, and loss

- Created presentation on risk analysis for Fortune 500 client using PowerPoint and Excel

Experience Example (Data Science)

Paypal Inc., Glendale, CA

Data Analyst Intern , July 2021--present

- ☐ Develop a deep understanding of the payments business and strengthen analytic, leadership and presentation skills

- ☐ Understand how to make data visually appealing and simple to both navigate and comprehend for end-users

- ☐ Aggregate data from 3,500 sources to construct streamlined data pipelines and integrate data from multiple PayPal systems

Experience Example (Computer Science)

Siemens, Cypress, CA

Software Development Intern , August 2021--present

- ☐ Work with general supervision on complex projects and have the opportunity to partner with senior engineers on Web Front End Development

- ☐ Build and support web-based applications, services, and systems

- ☐ Adhere to best practices in coding, documentation, test automation, and deployment

- ☐ Define and populate database schema to be used as a data source

Experience Example (Pre-Health))

Hoag Hospital, Newport Beach, CA

Hospital Volunteer, June 2015-present

- ☐ Shadow and assist Doctors & Nurses in a rotation of 6 different departments
- ☐ Communicate with patients to help make them comfortable and provide encouragement.
- ☐ Transport patients to discharge and other departments.

Resume Structure

Contact

Objective

Education

Experience

Activities/Interest

Skills

Research/Publications

Volunteer Activities

Languages

Honors
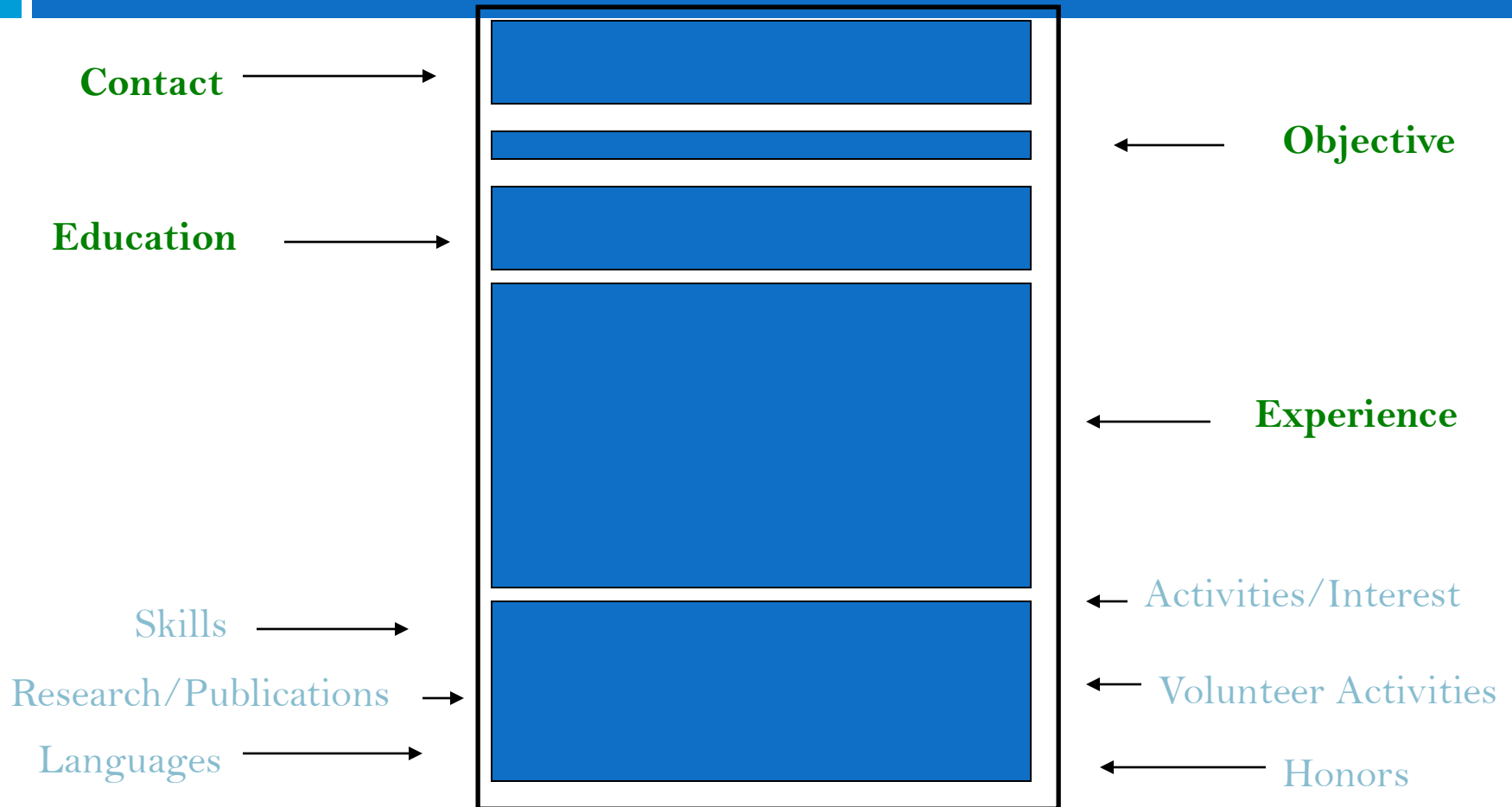
Resume Writing Tips
Math Skills:

- Critical thinking.
- Problem solving.
- Analytical thinking.
- Quantitative reasoning.
- Analyzing Data
- Extracting Conclusions

- Time Management.
- Advanced numeracy.
- Calculating valuation.
- Ability to manipulate precise and intricate ideas.
- Finding Patterns.

Resume Writing Tips
Data Analysis Skills:

- Algorithm
- Artificial Intelligence (AI)
- Big Data
- Business Intelligence (BI)
- Data Anonymization
- Data Catalog/Metadata

Resume Writing Tips
Other Skills

- Computer - Proficient in MS Excel, Photoshop, PowerPoint

- Languages – Fluent in Spanish, conversational in Mandarin, familiar with Korean.

Keywords, Buzzwords and Action Verbs:

- Use the right language for the right industry
- Many employers are relying on searchable databases and resume banks to streamline the employment process
- To improve your chances of attracting the recruiters eye or search engine, you must utilize industry specific keywords and buzzwords to standout.
- Describe your accomplishments using action words to convey your connection to your skills

Resume Writing Tips
Buzzwords:

- Quantitative Modeling
- Data Structure
- Discrete Optimization
- Machine Leaning
- Applied Probability
- Artificial Intelligence (AI)
- Data Science

Resume Writing Tips

Action Verbs:

- Analyzed
- Developed
- Facilitated
- Measured
- Represented
- Supported
- Evaluated

- Improved
- Researched
- Produced
- Invented
- Directed
- Explored
- Trained

RESEARCH

analyzed	clarified	collected	conceived
critiqued	detected	diagnosed	disproved
evaluated	examined	extracted	identified
inspected	interpreted	interviewed	investigated
organized	researched	reported	reviewed
searched	studied	summarized	surveyed
systematized	wrote		

TECHNICAL

assembled	built	calculated	computed
designed	devised	engineered	fabricated
inspected	maintained	operated	overhauled
programmed	remodeled	repaired	solved
trained	upgraded		

Do

- Keep to 1 page
- ½" - 1" margins, 10-12 pt. font
- Use a consistent format
- Place most relevant information at top
- TAILOR your resume to each specific position
- Be truthful
- Create on Word doc
- Have it proofread

Don't

- Use resume templates
- Use the same generic resume for each position
- Use graphics or brightly colored paper
- Use acronyms
- Overuse "responsible for"
- Begin phrases with "I" or write in complete sentences
- Exaggerate your experience
- Have a vague objective
- Include information from high school

Roger Ramirez

West Covina, CA 91790 · ramirez@uci.edu · (626) 555-1234

Education

University of California, Irvine (UC Irvine)   June 20XX
Bachelor of Science in Mathematics .
GPA: 3.35; Dean's Honor list for 4 quarters

Mathematics Related Experience

Star Tutoring – *Costa Mesa, CA*   December 20XX – March 20X
Math Tutor
- Tutored pre-algebra, algebra, trigonometry, integral & diffenrential calculus
- Match communications to the skill of the individual being tutored
- Interface with parents about student progress and send a weekly update

Champion Consulting LLC – *Irvine, CA*   November 20XX – January 20XX
Data Analyst Assistant
- Increased impact by focusing campaign team on specific high value precincts
- Collect, clean, analyze and present geospacial and tabular data
- Identified and contact over 500 potential donors to raise over $50,000.

Leadership Experience

Mathematics Student Association – UC Irvine
Vice President & Liaison   June 20XX – Present
- Chair weekly meetings for an academic organization with over 50 members to discuss upcoming events
- Manage a cabinet of 8 officers by leading meetings and creating weekly agenda
- Outreach to professors, professional organizations, and other campus organizations to expand networking and professional opportunities for members
- Increased member retention by catering meetings specific to wants and needs of members

Fundraising Coordinator   September 20XX – June 20XX
- Organized and monitored 7 fundraisers within 8 months raising over $900 in revenue, increasing profit margin of fundraising sales
- Maintained organization's budget of $400 by allocating money for supplies, room reservation fees, food and other expenses

Activities

Statistics and Actuarial Association –   September 20XX – December 20XX
UC Irvine *Member*

- Attend bi-weekly meetings and engage in discussions related to the actuarial sciences and available resources both on and off campus

Creating Options and Conquering Hurdles Program – UC Irvine   March 20XX – June 20XX
Participant
- Selected to participate in a three-month program to develop strategies to improve communication skills through proper email and phone etiquette

Skills

Computer: Proficient in Microsoft Suite (Outlook, Word, Excel, PowerPoint), Adobe Photoshop
Language: Spanish (conversational), American Sign Language (basic)
Writing: Grant Writing, Policy Analysis

Andrew Hamilton

(510) 555-0505
ahamilton@gmail.com

EDUCATION

University of California, Irvine   June 20XX
B.S. in Computer Science
GPA: 3.25

TECHNICAL SKILLS

Programming Languages: C, C++, C#, Java, Python, HTML, SQL, x86 Assembly, Shell Scripting
Operating Systems: Mac (Sierra, El Capitan), Windows (10, 7), Linux (BASH)
Concepts: Network protocols (TCP, UDP, DHCP, DNS, etc.), data structures
Software: Office 365, Salesforce, Active Directory, MySQL, Microsoft Development Tool, DeployStudio

EXPERIENCE

RingCentral
IT Deskside Intern | Belmont, CA   June 20XX-September 20XX
- Imaged company laptops for over 50 employees, both Macs and PCs, to insure consistency and software standards
- Helped employees troubleshoot tech-related issues of varying complexity through one-on-one phone and deskside support
- Set up and deployed desks, equipment, and accounts for new employees as well as current employees
- Utilized company's Active Directory to manage user accounts and grant individual security and access to systems and software

PROJECTS

Fabflix
Co-leader   January 20XX-March 20XX
- Co-led a group of 3 to create a website with functionality similar to Netflix (browsing, searching, and purchasing movies from a remote server)
- Implemented on AWS using a variety of Javascript, servlets, HTML, Apache Tomcat, AJAX, CSS files, and XML files to create the website while also being linked to a MySQL database
- Increased scalability and security by implementing recapcha, cookies, and load balancing via master-slave instances

MoveIt!
Project Leader   January 20XX-March 20XX
- Led a group of 3 to create a 2.5-D multiplayer platform game where one user uses a keyboard to guide a cube to the end of a level, while another user uses a mouse to move platforms and provide assistance
- Personally added the physics, mechanics, and level design of the game

ACTIVITIES

Video Game Development Club
Programmer/Developer | Irvine, CA   September 20XX - June 20XX
- Developed video games from scratch in groups of 4 to 5 people using C# and Unity game engine
- Presented projects during monthly meetings to over 60 members to share design and best practices
- Taught weekly workshops to new members to learn about programming, design, and production

Citrus Hack 20XX
1st Place in Best VR/AR Hack | 2nd Place in Best Gaming Hack   April 20xx-June 20XX
- Created an augmented reality game that produced 3D models whenever a Pokemon card was scanned, and used that model to play an endless wave survival game
- Collaborated in a team of 5 using the Unity editor and Vuforia

PETRA ANTEATER

24 Dartmouth, Irvine, CA, 92612   (949) 824-XXXX   petraant@uci.edu

EDUCATION:

University of California, Irvine   Expected June 2018
Bachelor of Science in Microbiology and Immunology
Overall GPA: 3.56/Science GPA: 3.64

RELEVANT COURSEWORK:

Evolution, Ecology, and Biodiversity, Introduction to Molecular Biology, Genetics, General and Organic Chemistry Laboratory, Molecular Parasitology, Advanced Molecular Genetics

RESEARCH EXPERIENCE:

Clinical Research Assistant, Cardiac Surgery, UCI Medical Center   June - July 2017

- Performed a review study of minimally invasive versus conventional heart valve surgery
- Retrieved, studied, and evaluated patient charts for left anterior descending coronary artery endarterectomy clinical outcome study and performed patient follow ups

Research Assistant, Pathology, Hoag Medical Group   March 2015-May 2016

- Collected and analyzed heart dimension measurements, stained tissues, performed photo imaging; analyzed proteasome, transcription factor, and myocyte activity
- Honors Thesis Presentation, April 2016: "Effect of a Proteasome Inhibitor on Reperfusion Injury of the Myocardium Using a Pig Myocardial Infarction Model" (publication)

Clinical Research Assistant, Cardiac Laboratory, UCI Medical Center   June 2014 - April 2016

- Worked on clinical study correlating link between mast cells and coronary artery disease (1 publication, 3 manuscripts in preparation)
- Consented patients, collected samples, analyzed data, observed procedures and consults.

Clinical Research Assistant, Emergency Room, UCI Medical Center   December 2014

- Shadowed emergency room physicians
- Collected and analyzed data of troponin measurements for clinical study on myocardial infraction patients

CLINICAL EXPERIENCE:

CARE Corps Volunteer, Ayacucho, Peru   June 2015 - July 2016
Health Mission Volunteer, Peruvian American Medical Society, Ayacucho Regional Hospital

- Assisted physicians from the United Stated and Peru in healthcare facilities (i.e., emergency & family medicine, pediatrics, surgery, rural mountainside house calls)
- Observed healthcare professions give disease prevention presentations to high school students Administered fluoride treatment to grade school students

Clinical Assistant, Family Practice of Robert D. Kashman, MD, Sierra Madre, CA   April 2015

- Shadowed and assisted physician and staff (i.e., administered flu shots, bandaging, x-rays)

PRESENTATIONS:

"Coronary Artery Disease and the Inflammatory Process,"   August 2017
Pathology 134 Poster

"Uniqueness of Zarathushtra's Vision and Its Impact,"   December 2016
7th World Zoroastrian Congress, Houston, TX

"Mast Cell Tryptase Measurements during Cardiac Catheterization and the   August 2015
Effect of Heparin Administration,"
American Heart Association Poster Session, Chapel Hill, NC

"Factors that Control the Habitats of May Flies in Western North Carolina,"   July 2015
Appalachian State Univ., Boone, NC

PUBLICATIONS:
- B. Upadhya, J.L. Kontos, **P. Anteater**, J. Pye, W. Boucher, T.C. Theoharides, G.J. Dehmer, E.N. Deliargyris. <u>Mast Cell Tryptase is Not Elevated in Patients with Left Ventricular Systolic Dysfunction</u>. J Heart Fail 2017; 7(1): 72.

- Joseph Pye, **Petra Anteater**, Arlene McCain, Dwight D. Bellinger, Elizabeth Merricks, Julian Adams, Peter J. Elliott, Christine Pien, Thomas H. Fischer, Albert S. Baldwin, and Timothy C. Nichols. <u>Proteasome Inhibition Ablates Activation of NF-kB Induced During Myocardial Reperfusion and Reduces Reperfusion Injury</u>. Am J Physiol Heart Circ Physiol. November 7, 2016.

HONORS AND AWARDS:
- Phi Beta Kappa Honor Society   April 2016
- Federation of Zoroastrian Associations of North American Academic Scholarship   April 2016
- UCI Undergraduate Research Support Award   October 2015
- American Heart Association Student Research Award   April 2015
- Dean's List Recognition   April 2015

RELEVANT TRAINING:
- AIDS: Principles & Policies
- Problems in Health Education (Independent Project)
- Human Anatomy & Physiology
- UCI Mini-Medical School: Health & Research Seminar
- Physical, Organic, Analytical, & Bio-Chemistry
- Statistics & Data Analysis
- Complementary & Alternative Medicine: Principles & Policies
- Clinical Lab Science-Medical Topics
- Genetics, Cellular, Developmental, & Molecular Biology
- Emergency Medical Technician-Basic

LANGUAGES:
English & French - Bilingual

Search

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Messaging
Notifications
Me
Work
Learning

Brian Paul • 1st

Vice President of External Affairs at AIChE at UCI

Orange County, California Area

UCI Applied Innovation

University of California, Irvine

See contact info

See connections (334)

Message   More...

I am Fourth-Year double major in Chemical Engineering and Materials Science Engineering at the University of California, Irvine. My current GPA is 3.72.

I am very motivated and strive to excel in my courses, as well as to build a strong network through professional societies and occupational experiences. I was the Western Regional Conference Sponsorship Chair for AIChE at UCI in my Junior Year, and am serving as the Vice President of External Affairs in my Senior Year. I also initiated into Omega Chi Epsilon, the Chemical Engineering Honor Society, in the Spring of my First Year and Tau Beta Pi, the Engineering Honor Society, in the Spring of my Second Year. I am part of several Materials Science organizations through Materials Advantage and have attended both professional and volunteer events for the Orange Country Chapter of ASM. I have also been involved with the Orange County Engineering Council, having volunteered at several events. I plan on earning a Ph.D. in chemical engineering and will seek out an R&D engineering role in industry afterwards. I have a desire to learn and am willing to work to accomplish my goals.

Show less

People Also Viewed

Dimitri Kaviani • 3rd
Prototyping Lab Intern at UCI Applied Innovation

Melissa Diaz • 2nd
Supplier Quality Engineer II at Biosense Webster

Justin Koehler • 2nd
Undergraduate Chemical Engineering student.

Nathanael Marquez • 3rd
Vice President of Finance at Latino Business Student Association

Michael Car...
Chemical Engineer

Adrian Gomez-Mora • 2nd
Quality Engineering Intern at ATI Forge Products

Messaging

Search

Don Cha
Don: Hi Karol,, Thank you for for...

Kevin Draper
You: I wanted to share informati...

Philip K. Yu
You: Hi Philip. Dora's sister sent...

Alyssa Hufana
Alyssa Hufana is now a connecti...

Kevin Gilligan
Kevin: 👍

Arley and Cynthia
Arley: Thank you

Philip K. Yu

Experience

Prototyping Lab Intern

UCI Applied Innovation

Jun 2018 – Present · 6 mos

Irvine, California

- Provided training sessions for new users on several manufacturing machines + general safety training
- Performed general maintenance on machines and supervised laser users
- Coordinated with lab manager and other interns to keep the two lab spaces in good condition
- Utilized Trello and Quartzy to manage tasks and inventory

Equipment List: Makerbot Replicator, Ultimaker 3, Ultimaker 2+, ProJet 1200, Roland SRM (mini-CNC machine), Shotbot (full-size CNC machine), lathe, mini-mill, bandsaw, Roland Vinyl Cutter, VLS Laser Cutter, Epilog Laser Cutter

... See more

AIChE at UCI

1 yr 2 mos

Vice President of External Affairs

Apr 2018 – Present · 8 mos

Irvine, CA

- Establishing new relationships with industry professionals and building relationships from the Western Regional Conference in behalf of AIChE at UCI
- Organizing several on-campus recruitment sessions for various engineering firms, including Caltrol, PSC Biotech, Fluor, and Trinity Consultants... See more

Western Regional Student Conference Sponsorship Chair

Oct 2017 – Apr 2018 · 7 mos

Irvine, CA

-Recruited several platinum-level and gold-level industry sponsors for the AIChE Regional Conference at UCI, totaling $4000 in sponsorship
- Planned and organized Career Fair for conference attendees, with 7 companies and 2 grad schools
Corporate Sponsors: Chevron, Schneider-Electric, Aveva, Niagara, Fluor Corporation, Risk Management Professionals, P... See more

AIChE Western Student Regional Conference at

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Work ▾
Learning

Education

University of California, Irvine

Bachelor of Science (BS) in Chemical Engineering, Bachelor of Science (BS) in Materials Science Engineering

2015 – 2019

Activities and Societies: American Institute of Chemical Engineers, Society of Petoleum Engineers, Materials Advantage

Media (1)

Quadcopter Design - Final Project Video

Irvine Valley College

Associate of Arts (AA), Social and Behavioral Sciences, GPA: 3.95 on 4.00 Scale

2011 – 2015

Activities and Societies: Earned Associate's Degree before graduating high school

Graduated magna cum laude

El Toro High School

High School Diploma, General Studies, GPA: 4.68 Weighted, 3.96 Unweighted

2011 – 2015

Activities and Societies: I was part of the Chamber Orchestra for four years. I also joined Track and Field for one season, and I competed in the OC Maker Challenge during my Senior Year.

I was part of an Early College Program for all four years of high school. This allowed me to take Irvine Valley College courses for dual credit and ultimately earn my Associate's Degree before graduating high school. This also allowed me to enter the University of California, Irvine with IGETC

Messaging

Search

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Alyssa Hufana is now a connecti...

Kevin Gilligan
Kevin: 👍

Arley and Cynthia
Arley: Thank you

Philip K. Yu ✕

How to Get a Job or Internship

In order to hear the audio broadcast of this webinar, you will need a phone, computer

Research

- Top companies/organizations in your field of interest – use LinkedIn, Vault.com, Buzzfile, Company Website, Glassdoor.com, etc.

- Job Market/Trends: O-Net – www.onetonline.org

- Training/Education Required: O-Net – www.onetonline.org

- Salary: NACE Calculator, Salary.com

Networking

- Social Media ([LinkedIn](#), [Anteater Network](#), etc)
- People you know
- Join Student Organizations
- [Professional Associations](#)
- UCI Career Discovery Series (Recorded and Posted on Web Site)

> Only 10% - 20% of jobs are ever published – which means 80% to 90% of jobs remain hidden in the job market

Internship Listings

- [Handshake](#) - UCI's Job Board for Students
- Company websites.
- Symplicity is CSUF and Cypress College's Job Search Plaform
- [LinkedIn](#) + see any connections who work there
- Niche Job Boards. For example: [Idealist.org](#)
- Going Global (via Handshake) – international
- UCI Programs: UCDC, UCI DCP Peer Consultant Program, other Peer Programs on campus

Remember to…

- Research the employer
- Tailor your resume/cover letter to the internship description
- Keep track of who you've sent what and when
- Follow-up with employers
- Quick tip on professional attire

And remember…

- Start early

- Focus your search

- Be persistent/proactive, follow-up with employers

- Assemble a support system and stay positive

For Additional Support

- **Resources (for all) on DCP website:** www.career.uci.edu

- **Virtual or In Person**
- **Career Planning Appointments at your College Career Services Center:**

ELEVATOR PITCH

What is an Elevator Pitch?

- Traditionally, an elevator pitch is a quick introduction that you would like to convey to a potential employer in an attempt to gain their support and confidence.

Definition

☐ A concise introduction, personal summary

Goal

- Conversation starter
- Generate interest in you
- Make a new connection

Why is it called an Elevator Speech?

□ It's called an elevator pitch because you should be able to go through your entire speech in the time it takes to travel from the top floor to the ground floor in an elevator.

Appropriate Contexts

- Career fairs
- Networking events
- Internship or job search
- Interview
- Informal interactions
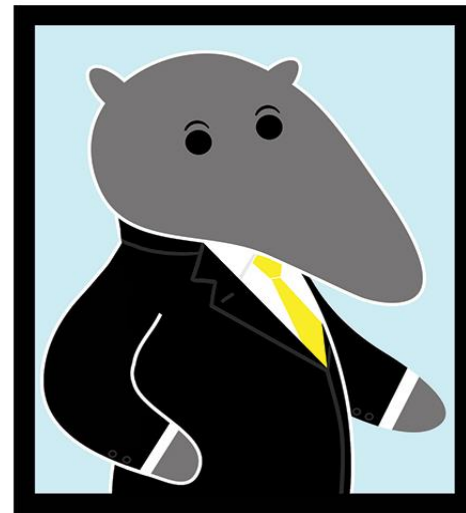
Craft your pitch

Who am I?

Name

Class

Major

What am I seeking?

What can I offer?

☐ Relevant experience

☐ Skills

☐ Achievements

What is my objective?

☐ Opportunities

☐ New connection

☐ End with a question

Additional pitch tips
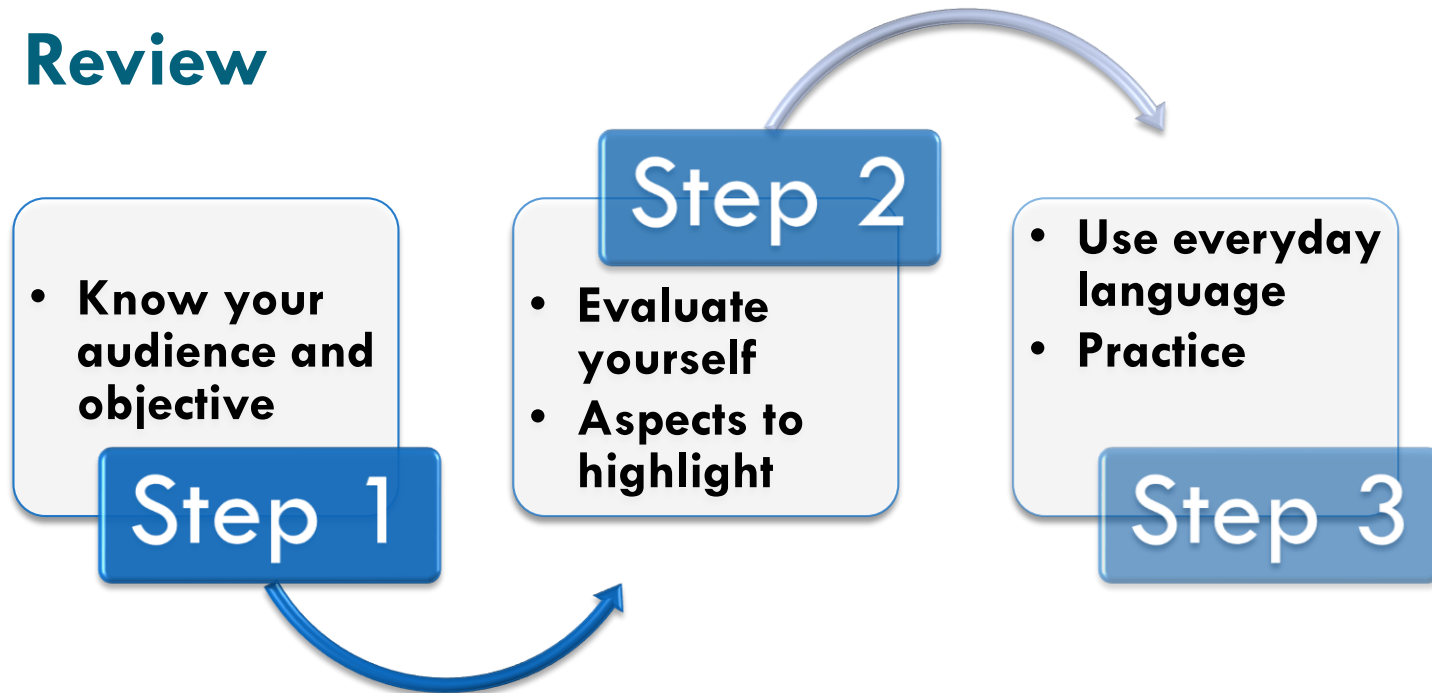
Eye contact

Handshake

Offering resume

- Know your audience
- Clarify your objective
- Use everyday language
- PRACTICE!

Sample Elevator Speech

- My name is Petra Anteater.   I'm currently studying math at UCI and I was a transfer student from Cypress College.

- I recently completed a data science internship where I enhanced my understanding of data sources, research methods and applied operations research methodologies.

- Specifically, I gained experience with optimization algorithms, and simulation modeling, and statistical analyses,

- I am interested in pursuing a career in Big Data and currently serving as vice president of the math club on campus.

Elevator Pitch Review

Step 1

- **Know your audience and objective**

Step 2

- **Evaluate yourself**
- **Aspects to highlight**

Step 3

- **Use everyday language**
- **Practice**

Visit the DCP Web Site

career@uci.edu

Chat Feature