Organizational and Planning Skills

I am very organized and detail oriented. I excel at making sure “all the ducks are in a row” so to speak. I can be counted on to get a job done right and on schedule, but because I keep things well organized and am able to see the “big picture,” I am able to adjust to changing circumstances and adjust the plan accordingly.

**Personal Statement**

Examples:

“Tell me about yourself”

“Describe your background”

I have a background in Computer Science with an emphasis on Managerial Information Systems.

Over the years I have worked in Systems Admin, Network Admin and Technical Support, but for the past nine years or so I have worked as a part of Business Development Teams in Research and Data Analysis and Product Management. My most recent role is that of Business Analyst and Marketing Product Manager.

**Strengths**

Examples:

“What factors most account for your career success?”

“What personal characteristics make you effective?”

“How would your co-workers describe your work styele?”

**Weaknesses**

Examples:

“What is one area you are trying to improve?”

“One personality characteristic you would like to change?”

I am a very independent person, and I tend to be fairly quiet and work very well on my own. This sometimes leads people to think that I’m standoffish.

I’ve learned that I have to break out of my shell and make an effort to get to know people because I actually like working in a team environment.

**Critical Thinking**

Examples:

“Tell me about a time when you had to use your critical thinking skills.”

S/T (Situation/Task)

A (Approach)

R (Results)

**Describe a time when you had to make a difficult decision**

Examples:

xxx

xxx

**Tell me about a time when you had to analyze complex data and make a decision from it**

Examples:

xxx

xxx

**Describe a project you’ve worked on that you are most proud of. What did you do that worked out particularly well?**

Examples:

xxx

xxx

**Describe a projected you’ve worked on that you are least proud of. What would you do differently?**

Examples:

xxx

xxx

**If I have a Web application that I find is still running (via top/ps/whatever) but users are getting ‘connection refused’ when trying to access it, how would I go about diagnosing the problem?**

Examples:

xxx

xxx

**Describe a major goal you’ve set for yourself recently.**

Examples:

xxx

xxx

**xxx**

Examples:

xxx

xxx

**xxx**

Examples:

xxx

xxx

**xxx**

Examples:

xxx

xxx

**xxx**

Examples:

xxx

xxx