Finding Experiential and Job Opportunities

Walden University
Career Services Center
http://careercenter.waldenu.edu
Your Evolving Career Identity

Experience

Story

People

Dr. Herminia Ibarra is not affiliated with Walden University, nor does she sponsor or endorse Walden University products or services.
Objectives

- Explore required skills and identify gaps
- Research experiential opportunities
- Highlight transferable skills in your marketing efforts
What skills and competencies are needed in my field?

Your Career Field

- Conduct informational interviews
- Research job postings
- Review LinkedIn profiles
- Follow trends and hot topics
Identify Skills Gaps

What are my strengths?

What skills need development?
What skills need development?

Budgeting, Social Media, Technology, Management, Marketing, Finance, Public Speaking, Communication, Accounting, Leadership
Experiential Opportunities

- Professional Engagement
- Internal
- Volunteering
- Freelance/Contract
Professional Engagement

• Join...
  - Professional Associations
  - Toastmasters International
  - Community Organizations
  - Service Organizations
  - Alumni Groups

• Contribute...
  - Deliver presentations
  - Assume leadership roles
  - Manage projects
  - Host events
  - Write articles

• Connect...
  - Build your network!
Strategic Volunteering- Find a Good Fit

Goals and Purpose

Time Commitment

Passions, Interests, & Values

Opportunities Available
Encouraging Social Change
HOSTED BY WALDEN UNIVERSITY

For Volunteers | For Organizations

Find Volunteer Opportunities

Keyword(s) [ ]

*City & State/Country and/or Postal Code [ ]

Distance Any [ ]

SEARCH ADVANCED SEARCH

Welcome to the Walden Service Network, where you can find, share, and track volunteer opportunities and participate in a vibrant community dedicated to making a greater difference through advancing positive social change.

Walden Project Spotlights:

http://servicenetwork.waldenu.edu/
VolunteerMatch – Local and Virtual Volunteering
Volunteering- Search for the Right Opportunity

http://careercenter.waldenu.edu/984.htm

http://careercenter.waldenu.edu/986.htm
Contract Work Through Staffing Firms

- Accounting/Finance
- Information Technology
- Office/Clerical
- Sales/Marketing
- Technical
- Healthcare
- Legal
- Industrial
- Management
- Other Professional Fields

Retrieved from: http://asacentral.americanstaffing.net/ASADirectory/Home/CompanySearch
Popular Freelance Sites

- ODesk
- Elance
- iFreelance
- freelancer
- peopleperhour
- guru
Virtual, Flexible and Part-time Employment

Find Telecommuting Jobs
and other great flexible jobs such as Part-Time jobs and Freelance work.

Flexjobs is an innovative, professional job service to help you find the best flexible jobs available, safely and easily. Every job is hand-screened and legitimate. Guaranteed.

GET STARTED  TAKE A TOUR

http://www.flexjobs.com/

http://www.virtualvocations.com/
Internal

- Become the “go to” person
- Build your leadership skills
- Grow your internal network
- Engage in continuous learning
A Bird’s Eye View

• Increase your marketability
• “Test the waters”
• Expand your professional network
Track New Skills

Organized a fundraising event that helped raise $12,000 for homeless youth services.

Served on a nonprofit board of directors and co-organized an annual conference with keynote speakers and 200 attendees.
Delivered 10 speeches and achieved the Competent Toastmasters Award.

Designed and delivered a workshop on business communication skills.

Public Speaking
Market Your New Skills

Face-to-face Networking

Career Portfolio

Online Networking

Resume

Interviewing

RELATED EXPERIENCE

Operation Management Training, Nestle USA - Prepared Foods Division, Poughkeepsie, NY, 6/2000 - Present
- Engaged in departmental rotational program involving variety of aspects of operations at the factory level
- Coordinated and collaborated on cost savings and process improvement projects to reduce costs of non-quality
- Supervised an automated production line in an USDA monitored, 350-certified, and GAP structured facility
- Completed several key plant initiatives that served as steps towards creating a TPM environment

Management Intern, Enterprise Rent-A-Car, Stamford, CT, Summer, 2009
- Recognized as #1 Customer Service Representative in Region for August 2009
- Exceeded protection package sales expectations through customer interaction and persuasion
- Resolved customer issues and concerns and provided 100% customer satisfaction based on follow-up feedback surveys
- Trained 10 employees in corporate center and improved abilities in corporate sales, telephone inquiries, underwriting contracts, time management, and logistics

VOLUNTEER ACTIVITIES

Event Coordinator for "Teams of Tomorrow" inner-city youth association. Arrange activities for at-risk adolescents involving canoeing, rock climbing, and fishing trips.

Volunteer Firefighter and EMT (EC certified). Responded to over 40 line and EMS calls over the past 3 years.

Special Olympics Facilitator, Putnam County Special Olympics - (Spring 2005)

PROFESSIONAL ASSOCIATIONS

- National Association of Business Management - NYC Chapter Treasurer
- Served as Committee Chairperson of the MGT Society, a college professional organization, 2006-2007
- Youth Soccer Coach and U14 Certified Referee, 2007 - Present
- Member, Phi Kappa Phi Honor Society

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A higher degree. A higher purpose.
Roadmap to Success

1. Explore Required Skills and Identify Gaps
2. Research Experiential Opportunities
3. Gain Experience
4. Share New Skills
References

- American Staffing Association—Staffing Firms by Industry and Location: http://asacentral.americanstaffing.net/ASADirectory/Home/CompanySearch
- VolunteerMatch: http://www.volunteermatch.org/
- Walden Service Network: http://servicenetwork.waldenu.edu/
- Walden University Career Services Center website: Volunteering resources: http://careercenter.waldenu.edu/984.htm
References (Continued)

Freelance Sites

• Elance: https://www.elance.com/
• Freelancer: http://www.freelancer.com/
• Guru: http://www.guru.com/
• iFreelance: http://www.ifreelance.com/
• oDesk: https://www.odesk.com/
• PeoplePerHour: http://www.peopleperhour.com/

Flexible Employment Sites

• FlexJobs: http://www.flexjobs.com/
• Virtual Vocations: http://www.virtualvocations.com/
Final Thought

“Success is...knowing your purpose in life, growing to reach your maximum potential, and sowing seeds that benefit others.”

–John C. Maxwell