



Creating a DYNAMIC JOB PORTFOLIO

RESUME

OBJECTIVE: Design appeal for an insurance retail company

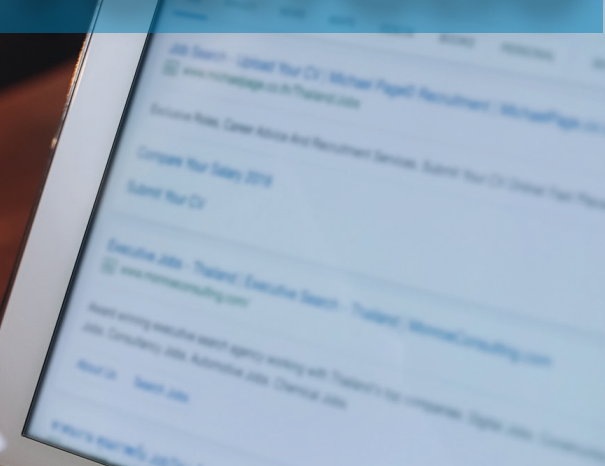
EDUCATION:

UNIVERSITY OF MISSOURI
College of Design
• Bachelor of Science in Graphic Design
• Graduated in 2013, Dean's List
• Total credit from design scholarship

WORK EXPERIENCE:

ASSOCIATE DESIGNER
• Collaborated with the store manager to create displays to sell products
• Used my brand awareness to assist customers in their shopping experience
• Thoughtful work ethic and attention to detail in every task
• Proven ability to increase product knowledge

NOT REACH
• Organizational skills to assist in the store's operations
• Ability to work in a fast-paced environment
• Strong communication skills to assist customers



Wednesday
December 18th, 2019

1:30pm – 3:30pm

Manville Public Library
100 S. 10th Ave.
Manville, NJ 08845

Guest Speaker:
Jan Goodman
Community Outreach Specialist/
Career Coach

The job market continues to change, as does the way we look for work. This Workshop examines the value of presenting yourself as a complete package by using a resume as an introduction to an employer and backing it up with a portfolio presented at the interview.

What You Will Cover:

- Who are you?
- Writing the resume
- Creating a noticeable package
- Cover letters
- Getting into the flow
- Personal branding
- Refining and perfecting
- Transferable skills
- Getting to a new job
- Goal setting
- LinkedIn

How You Will Benefit:

- Learn how clients need to brand themselves using descriptive language.
- Explore the new normal for essential elements of cover letters and resumes.
- Learn the components of a customized portfolio.
- Design a personalized portfolio.
- Help clients develop a plan to move them to a new job.

Visit: <https://www.sclibnj.org>

Seats are limited, therefore pre-registration is required.

Call **Jennifer Sulligan** at **(908) 458-8425** to register.



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This program is in partnership with:

**The Greater Raritan One-Stop Career Center Training Services
and the
The Greater Raritan Workforce Development Board (GRWDB)**