



# 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 1995, 1995 Dean's List  
• Total credit hour design scholarship

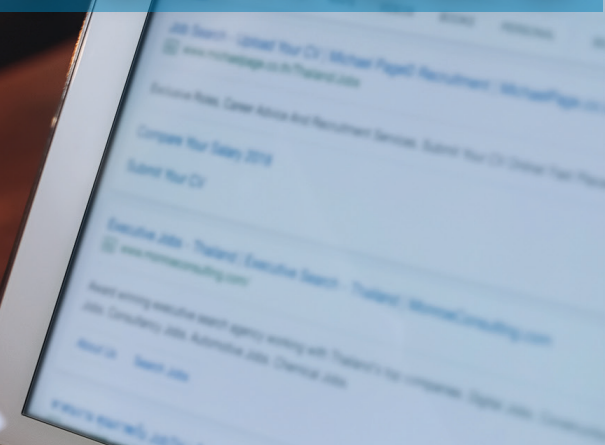
WORK EXPERIENCE:

ASSOCIATE DESIGNER

• Collaborated with the store manager to create design applications to new clients  
• Used my broad experience to assist customers in their design process  
• Through my work experience all knowledge is transferable to various work  
• Proven ability to manage project knowledge

NOT REACH

• Organizational skills to manage  
• Ability to work under pressure  
• Ability to work with a team



Tuesday, April 28th, 2020

10:00am – 12:30pm

Somerset County  
Department of Human Services  
27 Warren Street  
First Floor Conference Room  
Somerville, NJ 08876

Guest Speaker: Jan Goodman  
Community Outreach Specialist/  
Career Coach  
Greater Raritan One-Stop Career  
Center Training Services

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.

All attendees will receive a gold pass for early entry into our May 12th job fair being held at the Somerset Patriots Stadium.

To register please email: [jcassano@co.somerset.nj.us](mailto:jcassano@co.somerset.nj.us)  
and include your full name and contact information  
or call: 908-541-5790



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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)