

# Career UPDATE

CAREER DEVELOPMENT CENTER  
DIVISION OF STUDENT AFFAIRS

FALL 2007

## Calendar of events

### AUGUST

- 29 Resume Writing 3-4 p.m.
- 30 On Campus Recruiting 4-5 p.m.

### SEPTEMBER

- 5 Engineering Co-op Workshop 1-2 p.m.\*\*\*
- 5 On Campus Recruiting 2-3 p.m.
- 6 Resume Writing 1-2 p.m.
- 6 Co-op Workshop 2-3 p.m.
- 10 Resume Writing 12-1 p.m.
- 10 On Campus Recruiting 2-3 p.m.
- 11 Engineering Co-op Workshop 12-1 p.m.\*\*
- 11 On Campus Recruiting 1-2 p.m.
- 11 Navigating the Academic Job Search 3-4:30 p.m.
- 12 Co-op Workshop 1-2 p.m.
- 12 CV Writing Workshop 3-4:30 p.m.
- 13 Interview Skills 1-2 p.m.
- 13 Components of the Academic Application 3-4:30 p.m.
- 14 Technical Resume Writing and Interview Skills 12-1:30 p.m.\*\*\*
- 17 On Campus Recruiting 4-5 p.m.
- 17 Resume Critiques 10 a.m.-12p.m. & 1-3 p.m.\*
- 18 Resume Critiques 10a.m.-12p.m. & 1-3 p.m.\*
- 18 Engineering Co-op Workshop 4-5 p.m.\*\*\*
- 19 Resume Critiques 10a.m.-12 p.m. & 1-2 p.m.\*
- 19 Career Day 101 3-4:30 p.m.
- 21 Co-op Workshop 2-3 p.m.
- 24 **FAU Career Day** 10 a.m.-3 p.m.
- 26 **Engineering and Computer Science Career Day** 3 p.m.-7 p.m.
- 27 Co-op Workshop 1-2 p.m.
- 27 Interview Skills Workshop 3-4 p.m.
- 28 Engineering Co-op Workshop 12-1 p.m.\*\*
- 28 On Campus Recruiting 2-3 p.m.

### OCTOBER

- 1 Engineering Co-op Workshop 4-5 p.m.\*\*\*
- 2 Navigating the Non-Academic Job Search 3-4:30 p.m.
- 3 Co-op Workshop 1-2 p.m.
- 4 Resume Writing 1-2 p.m.
- 4 Academic Interviewing/Salary Negotiation 3-4:30pm
- 8 Co-op Workshop 1-2 p.m.
- 8 Interview Skills 4-5 p.m.
- 10 Engineering Co-op Workshop 1-2 p.m.\*\*
- 11 Co-op Workshop 2-3 p.m.
- 17 Applying to Graduate School Workshop 1-2 p.m.
- 18 Job Search Strategies 4-5 p.m.
- 22 Salary Negotiations 3-4 p.m.
- 24 **Professional/Graduate School Information Day** 10 a.m.-3 p.m.
- 30 Choosing a Major 3-4 p.m.

\*Reserve an appointment

\*\* Workshops held in Science and Engineering 309

\*\*\* Workshops held in Akhurst rm. 101

All workshops are held in SU 222 unless noted otherwise

## CAREER PREP MONTH

### Make the Connection

To help students and alumni gain a competitive edge at the fall Career Day job fairs, the Career Development Center (CDC) will be hosting nine workshops designed to help you market your skills effectively.

Career Prep Month will be held from Aug. 29 through Sept. 19. Resume workshops will offer tips on crafting the perfect resume to attract your target companies as you prepare for the fall Career Day events. Interview workshops will prepare you to handle various types of interview questions. Behavior based interview questions will be included along with tips on how to prepare for this style of job interview. On Sept. 17-19, staff will conduct resume critiques to help students put the final

polish on their resumes. Also on Sept. 19 don't miss the Career Day 101 Essentials workshop presented by NCCI and SteinMart. Hear from recruiters who attend the Career Days discuss how to prepare and network at Career Day along with a fashion presentation on professional dress. Check out the mannequins on display in SU 220. Raffle prizes will be given out. Don't miss this exciting event!



## FALL 2007 CAREER DAY EVENTS

The Career Development Center and FAU's Student Government Association are sponsoring the fall 2007 FAU Career Day to be held on Monday, Sept. 24, from 10 a.m. to 3 p.m., in the Student Union on the Boca Raton campus. New this fall is the Engineering



and Computer Science Career Day scheduled for Wednesday, Sept. 26, from 3 to 7 p.m., in the Student Union on the Boca Raton campus. Business dress is required to attend these events. Bring plenty of resumes! To see the list of companies recruiting at the Career Day events visit our website at [www.cdc.fau.edu](http://www.cdc.fau.edu). Remember to view the online calendar of events and click on the workshop for more information and to R.S.V.P.

# CO-OPERATIVE EDUCATION PROGRAM



time. If you are interested in co-op, please attend a co-op workshop to learn more about the opportunities available.

Students participate in the co-op program to explore career interests and work environments, and to

strategy. This allows students to gain confidence in their decision-making abilities and secure job opportunities at higher starting salaries upon graduation.

For more information about the University's co-op program, contact Dawn Howard or Carol Lynch at (561) 297-

*“The co-op program has allowed me to experience a taste of each career and to help me determine what it is I really want to do. So many people end up hating their first job choice but I don't have that fear because now that I have already been able to begin narrowing down my career choices.”*

*– Ashley Koester '07*

Co-operative education is a unique educational program in which students integrate classroom study with periods of paid, supervised work experience related to their academic major. At FAU, co-operative education — or “co-op” — is a structured learning situation in which students apply concepts studied in the classroom to “real world” work situations. Co-op is offered on a semester basis, summer, fall or spring, full time or part

enhance classroom learning through practical experience gained in a professional environment. Students receive training and utilize emerging technologies in the workplace and clarify career objectives and execute a realistic job search

3520 or visit SU 220. For the engineering co-op program, contact Nicole Wilson on: Mondays – Wednesdays at (561) 297-2694 or visit SE 103; on Fridays at (561) 297-2194 or visit SU 220.

## SENIORS: LIFE AFTER FAU

*On-Campus Recruiting: Sept. 25 – Nov. 16*

The CDC, Boca Raton Campus offers an On-Campus Recruiting (OCR) program which brings local, regional and national employers to campus to interview students with at least 90 credits and who are degree seeking and graduating in Dec. 2007, May 2008, August 2008 and/or recent alumni (up to one year post graduation).

To participate you must have an active account in the CDC's Interfase database — an online job search database. Attend an OCR workshop to learn how to search and apply to companies and how to sign up for interviews. Sign up to attend an OCR workshop and view the list of companies interviewing on-campus by visiting [www.cdc.fau.edu](http://www.cdc.fau.edu).



## ENGINEERING CAREER DEVELOPMENT CENTER



*Nicole working at the Engineering Career Development Center in SE 103.*

The Engineering Career Development Center provides career assistance to undergraduate and graduate students majoring in the fields of engineering and computer science. The office assists students interested in experiential learning programs such as co-operative education and internships. Companies such as FPL, the IBM Corporation, Lockheed Martin, and Microsoft are just some of the participating employers who recruit at FAU.

For students' convenience, the Engineering Career Development Center is located in Room 103 of the Science and Engineering Building. For more information about services provided by the Engineering Career Development Center, please contact Nicole Wilson at (561) 297-2694 or visit [www.ecd.fau.edu](http://www.ecd.fau.edu).

Fall Office Hours:  
Mon. 8 a.m. – 7 p.m.  
Tues. 8 a.m. – 7 p.m.  
Wed. 8 a.m. – 3 p.m.  
Fri. 8 a.m. – 7 p.m.

# The CDC MEET THE STAFF



## **SANDRA J. JAKUBOW, M.A.**

Sandra is the director of the Career Development Center. She oversees delivery of all Career Development Center services and programs and provides direction for the administrative and technology, career development and employer relations teams. Prior to coming to FAU she served as director of Career Services and Co-op Education at Polytechnic University. She has worked in career development for 17 years and has held progressively responsible positions at Long Island University and Drexel University. In addition to her directorial responsibilities Sandra instructs the course SLS 1301: Career and Life Planning offered every semester for one-credit. Sandra received her M.A. in counseling psychology with an emphasis in student personnel from Western Michigan University, her B.A. in psychology from Temple University and a certificate in human resources from FAU. She has been with the University since 1998.

## **DAWN C. HOWARD, M.S.**

Dawn is the new associate director of employer relations and oversees the employer relations team that includes managing the co-op and internship program and all recruiting activity. She brings over 10 years of experience in human resources to the CDC and served as the H.R. Director for Blockbuster Entertainment. Before coming to FAU she was a counselor at Broward Community College. Dawn received her M.S. in mental health counseling from Nova Southeastern University, her B.S. in marketing from FAU and completed a certificate in addiction studies from the Addiction Training Institute.

## **BRIAN M. MONTALVO, M.S., Ed.S. NCC**

Brian is the assistant director of career advising and counseling, oversees the career development team and manages the career assessment program. Brian also coordinates and presents workshops, career panels, the alumni mentor program and works closely with the Freshmen Learning Communities. Brian instructs a SLS: 1503 Student Learning Strategies, a one-credit course for freshmen and chairs the Carnival of Majors committee. Brian received his Ed.S. and M.S. in counseling and human systems with a specialization in career counseling and a B.S. in psychology from Florida State University. He is also a National Certified Counselor (NCC).

## **DANIEL A. PARTOUCHE, M.A.**

Dan is the assistant director for graduate student career development. Dan develops and implements services and programs to meet the professional development needs of masters students through post-docs. He serves as the liaison to the Office of Graduate Studies, the Graduate Students Association and Graduate Admissions. He coordinates the department's publications and collaborates with the Division of University Communications and Marketing. Dan received both his M.A. degree and B.A. degree in political science from FAU.

## **ELVY Y. RINALDY, B.S.**

Elvy is the assistant director of technology and oversees the technology team. She serves as the administrator for Interfase (job posting database) and manages as well as designs the CDC web pages. Elvy conducts training for staff on the latest technology and online services and serves as liaison to IRM (the FAU computing department). Elvy received a B.S. in accounting from Trisakti University in Indonesia, and later received her B.S. in computer information systems from FAU. She served for more than two years as a technical

support specialist in the CDC which won her honors and recognition as the Outstanding Student Employee of the Year for the Division of Student Affairs.

## **JAMES C. WATSON JR., B.S.**

James is the coordinator for employer relations and serves as an integral member of the employer relations team. He plans, coordinates and implements the CDC's Career Day job fairs and Career Prep Month activities. James also manages the on-campus recruiting program which includes on-campus interviews and company information sessions. He presents workshops on Interfase (CDC's job posting database) and other career presentations. James received his B.S. in psychology from the University of Florida. He has dedicated his entire career—more than 34 years—to FAU. Last summer James received the prestigious Brownlee Leadership Award from the Florida Career Professionals Association (FCPA) for his numerous contributions to career development.

## **NICOLE WILSON, B.A.**

Nicole oversees the engineering co-op and internship program and serves as the liaison to the College of Engineering and Computer Science. This newly established position provides comprehensive career services to students in the college. Nicole has worked for FAU for more than five years, and previously worked in human resources and in the Career Development Center, at FAU's Davie campus. Nicole is a candidate for her M.Ed. in counselor education at FAU and earned her B.A. in business/human resources from FAU.

## FAU DAVIE

### Calendar of events

#### AUGUST

Every Tues./ Wed. Walk In Hours, 2-4 p.m. (Davie Only)

- 27 Career Planning Role Out Event, 1-2 p.m.
- 28 Career Planning Role Out Event, 5-6 p.m.
- 29 Career Planning Role Out Event, 1-2 p.m. (SeaTech)
- 30 Career Planning Role Out Event, 5-6 p.m. (Fort Lauderdale)

#### SEPTEMBER

Every Tues./ Wed. Walk In Hours, 2-4 p.m. (Davie Only)

- 6 On Campus Recruiting Workshop, 10-11 a.m.  
Co-op Workshop, 1-2 p.m.  
Resume Writing Workshop, 2-3 p.m.
- 10 Resume Writing Workshop, 1-2 p.m.  
How to Network, 2-3 p.m.
- 12 On Campus Recruiting Workshop, 1-2 p.m.
- 13 Co-Op Workshop, 1-2 p.m.  
Interview Skills Workshop, 2-3 p.m.
- 17 Interview Skills Workshop, 1-2 p.m.
- 20 Co-Op Workshop, 1-2 p.m.  
Job Search Strategies Workshop, 2-3 p.m.

For more events visit the official calendar:  
[www.fau.edu/student/broward/careerbroward](http://www.fau.edu/student/broward/careerbroward)

### MEET THE STAFF

#### DONNA LEE, M.Ed.

Donna Lee is the associate director of the Career Development Center for the Broward Campuses. Donna has more than 10 years of professional experience in education. She spent nearly three years in the Office of Multicultural Programs and Services and seven years in Career Services at Florida International University as well Miami-Dade County Public Schools. While working in career services at FIU, Donna had the opportunity to develop and implement workshops and programs to assist students in making the transition from student to working professional, as well as increase employer interaction. In her new role at FAU, she will lead and manage all activities as it relates to student and employer outreach and development efforts. Donna received

her bachelor's degree in communication with a specialization in advertising/public relations from the University of Louisville and a master's degree in education with a subject specialization in English from Florida International University.

#### ROGER NIELSEN, M.A.

Roger Nielsen serves as a career counselor for the Davie Career Development Center. Roger has held various management positions in both the private and public sectors prior to the start of his employment at FAU. Roger also serves as an adjunct professor of psychology at Palm Beach Community College. Roger received his masters in Psychology from the University of West Georgia.

## FAU JUPITER

### FALL 2007 events

#### MACARTHUR LEADERSHIP DAY - NOV. 4

The MacArthur Career Development Center & Office of Student Life & Recreation will collaborate on the first MacArthur Campus Leadership Day. This program is designed to enhance the personal and professional leadership skills of students. It will be a chance for students to learn to better communicate their goals, missions and values and to learn to lead their organizations, businesses and/or peers to new levels. The Leadership Day will feature presentations by local business leaders and FAU staff. It will also feature hot topic sessions led by more advanced student leaders on the MacArthur campus.

#### CAREER AMBASSADOR PROGRAM

Applications are being accepted for the FAU Jupiter Career Ambassador program which enables students to develop professional skills and enhance the marketing efforts of the Career Development Center. To apply please contact the Jupiter Career Development Center at (561) 799-8010.

### MEET THE STAFF

#### HEATHER BURKE-SHERIDAN

Heather is the associate director of the Career Development Center at the John D. MacArthur campus in Jupiter. She manages the center's operations and staff to educate and advise the students to make sound, strategic career decisions. In addition to advising students and working with student committees, Heather is adjunct faculty and teaches graduate level courses in career development and counseling. Heather has been instrumental in helping students formulate effective job strategies that match their career interests and aspirations. She facilitates students in

mastering their interviewing and networking skills, and developing effective cover letters and resumes. Heather also actively works with employers, monitors recruitment trends and seeks every opportunity to market FAU students to hiring companies. Recently, she initiated the Career Ambassador program which enables students the opportunity to develop professional skills while assisting with the marketing efforts of the center. In addition, every year she plans and coordinates the Annual Career and Graduate School Fair.