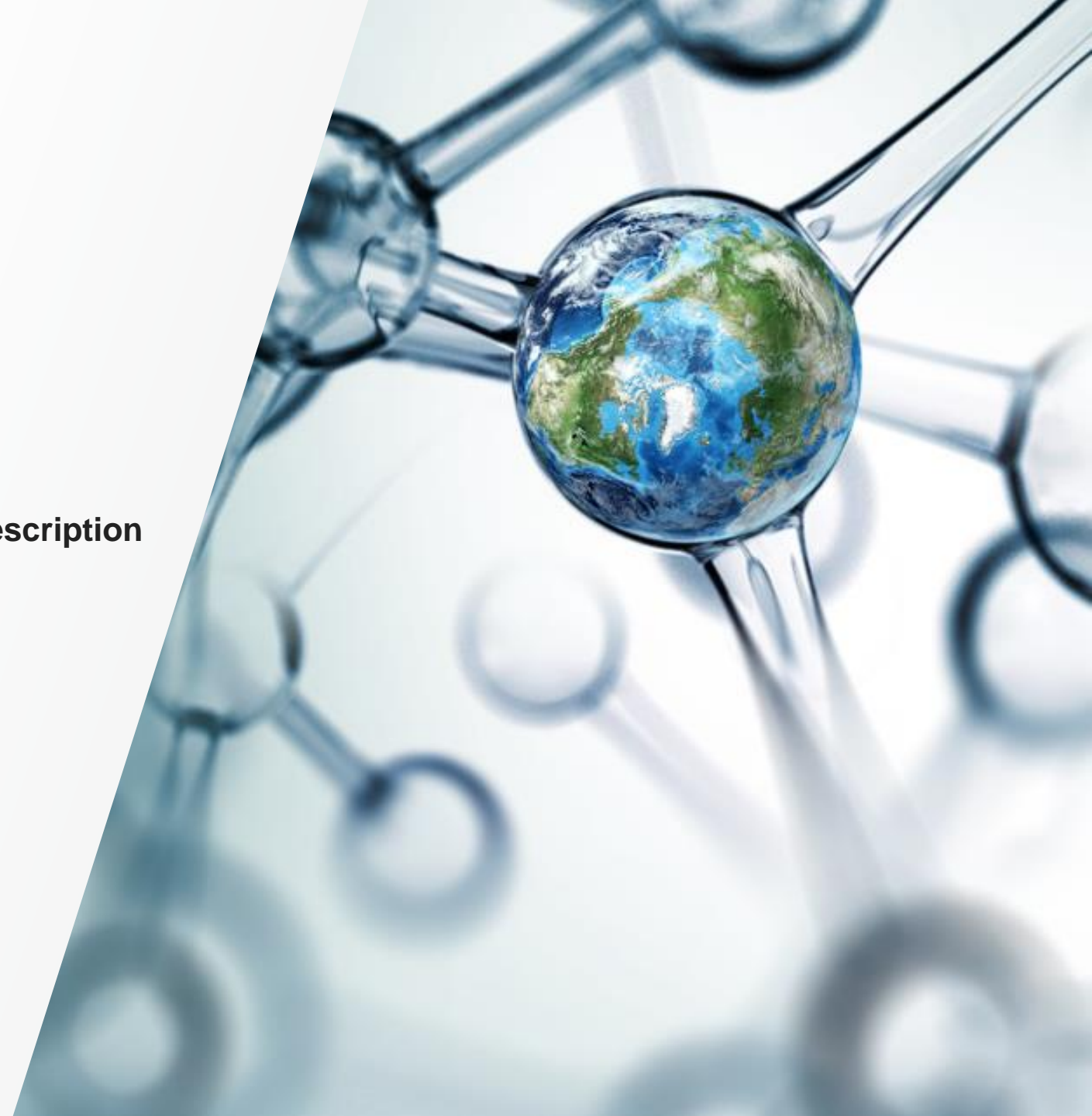


# Aligning Yourself with the Opportunity

**Skills Match: Connecting Your Resume to the Job Description**

**Quick Ice Breaker & Expectations**

 The world leader in serving science



# Meet the Team

## Sharrell Patterson

- Talent Acquisition Specialist, Operations
- Recruits for early talent (bands 1-4) for Operations
- Can fix your car/change the oil
- Located locally in the Maryland area



## Meet the Team

### William Alexander, M.A.

Talent Acquisition Specialist, Operations

Recruits for mid-level associates (bands 5-6) for Operations

Streamed Rihanna more than anyone in the World, got exclusive gift from her team

Located locally in the Michigan area

Entrepreneur, offering Career Coaching Services



 The world leader in serving science

## Isaiah Helaire

- Talent Acquisition Specialist, Early Talent
- Recruits for early talent for research & development (R&D)
- Traveled to 34 countries; Bali, Indonesia being absolute favorite
- Located locally in the Louisiana area



# Agenda

## Finding Your Fit

1

Which career opportunities are your best fit? Find your best fit with Sharrell

## Tailoring Your Resume

2

Create a resume that checks the boxes for the best luck! Tips/tricks on standing out on paper with Will

## Building a Network & Personal Branding

3

Don't just apply, network. Create a brand for yourself early on to improve your chances of finding the best career opportunities, with Isaiah

# Find Your Fit

## with Sharrell

- Review minimum qualifications first, are you qualified genuinely?
- Review responsibilities/ define what you do not understand
- Are you willing to do the travel? Are you willing to relocate?
- What is the plan for this role? How long are you willing to stay in the role?
  - How do you want this to look on your resume?
  - Time of service is KEY!

# Find Your Fit: Job Posting Review

## Quality Assurance Specialist II

### Location/Division Specific Information

Rockford, IL

### How will you make an impact?

This position is responsible for providing quality support with particular focus on USDA, Fish and Wildlife and related requirements for material imports and product exports. Position will interface with government agencies, Thermo Fisher Trade Compliance teams, internal and external customers on all matters pertaining to Import or export permit requirements.

# Find Your Fit: Job Posting Review

## Quality Assurance Specialist II

### How will you get here?

#### Education

- Bachelor's Degree in a scientific discipline strongly preferred

#### Experience

- Minimum of 1+ years direct experience managing import and/or export compliance programs OR 3+ years in a manufacturing or quality environment

#### Knowledge, Skills, & Abilities

- Chemistry or biology knowledge, preferred
- Strong analytical and problem-solving skills
- Must be able to work accurately and efficiently in a fast work environment that has the potential to change frequently due to changes in government regulations or business needs
- Detail oriented with the ability to manage conflicting priorities
- Excellent judgment, decision & discretion abilities
- Highly organized
- Excellent written and verbal skills
- Knowledge of computer systems and databases



# Find Your Fit: Job Posting Review

## Quality Assurance Specialist II

### What will you do

- Obtain and maintain import permits as the need arises
- Coordinate teams when import requirements of other countries need to be met.
- Work with suppliers to ensure compliance with import permit requirements
- Incorporate changes to governmental agency requirements into day-to-day operations and standard operating procedures
- Work with global trade compliance group to ensure site compliance and improve systems
- Assist with Country of Origin determination
- Collect, evaluate, and update origin and permit data in ERPs
- Support new product introduction projects
- Audit internal operations
- Respond to customer inquiries and requests for information
- Establish and maintain site registration with USDA as required
- Maintain USDA and FWS permits, as required
- Perform all job duties in a safe manner and obeys all safety policies and procedures
- Perform all job duties consistent with the Code of Ethics and the 4-I values
- Perform all job duties within ISO standards, regulatory or statutory requirements
- Perform other duties and cross training as assigned

# Tailoring Your Resume

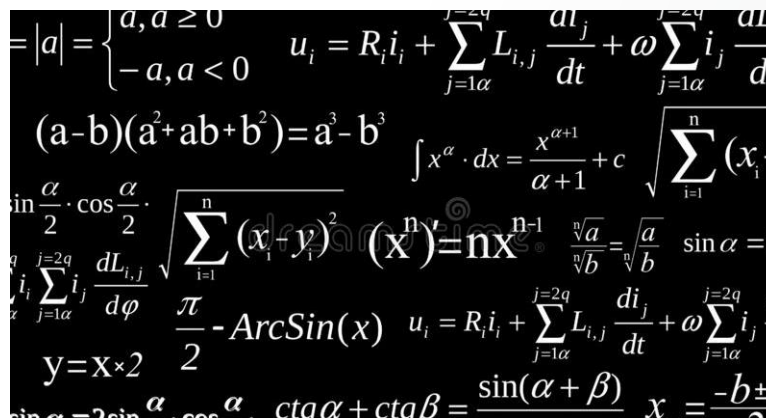
with Will

# Tailoring Your Resume

## Tips & Tricks for Success



- No one resume fits all
- Create specific resumes for each role, using resume template service
- Use summary to capture attention of recruiter



- Use numbers /KPIs
- Showcase special projects and accomplishments
- Bullet points should show high level skills (will require critical thinking and thoughtfulness)



- Student involvement is okay, but can also be distracting without connecting it to the career experience
- List extra curriculars at the end of the resume

# Cover Letter, or No?



- Each company will vary
- Thermo Fisher does not require a cover letter
- A solid resume should do the job
- Try an effective summary
  - Effective summaries show a little bit about your quality of work but also showcase immediately that you meet minimum requirements for a position

# Want the Job? Think like the Recruiter

- **Imagine you are a recruiter.**
- You just posted a Quality Assurance Specialist role and need to find someone dealing with export and import permit compliance as it relates to sample collections
- On the next slide, **we will review an actual TF posting together**
- After, we will **review** a resume for **30 seconds** and **determine** if we would send this resume to the hiring manager, as the recruiter



# Let's review the job posting

## Case Study: Quality Assurance Specialist II

### Quality Assurance Specialist II

#### Location/Division Specific Information

Rockford, IL

#### How will you make an impact?

This position is responsible for providing quality support with particular focus on USDA, Fish and Wildlife and related requirements for material imports and product exports. Position will interface with government agencies, Thermo Fisher Trade Compliance teams, internal and external customers on all matters pertaining to Import or export permit requirements.

## Case Study: Quality Assurance Specialist II

### What will you do

- Obtain and maintain import permits as the need arises
- Coordinate teams when import requirements of other countries need to be met.
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- Highly organized
- Excellent written and verbal skills
- Knowledge of computer systems and databases

# Does Kamden qualify for the role?

Drop a 1 in the Zoom Chat: Yes

Drop a 2 in the Zoom Chat: No

30 seconds to review candidates resumes\*

# Kamden Alias

1442 Brine Rue St.  
East Detroit, MI, 48523  
956-115-4221  
kamdenalias@gmail.com

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## EDUCATION

### Michigan State University, East Lansing, MI

Bachelor of Science in **Fisheries and Wildlife Management**, December 2018

## WORK HISTORY

### MICHIGAN STATE UNIVERSITY FEDERAL CREDIT UNION

**Financial Service Representative**, Aug 2021 - Present

40 hrs/ week

- Assisted members with cash transactions
- Provided financial products and service information to serve members' needs
- ▲ • Provided accurate information regarding member accounts
- **Worked efficiently while maintaining accuracy to detail regarding financial transactions**
- Maintained discretion pertaining to member information
- Audited supplies and placed supply orders to ensure availability
- Followed up and responded to member inquiries over phone
- Translated for team and assisted Spanish speaking members

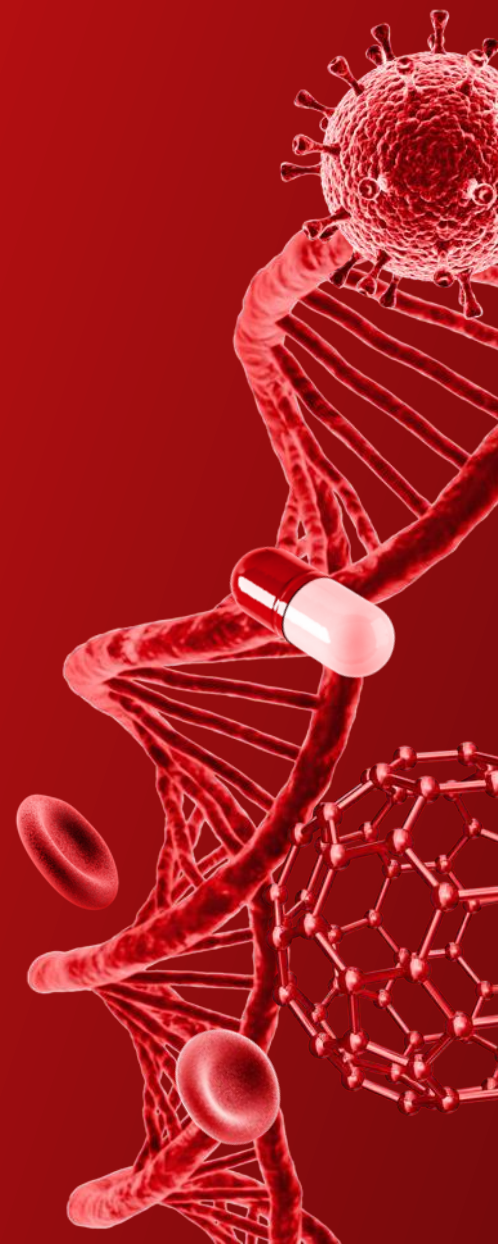
### **OLIVE GARDEN, OKEMOS, MI**

Server/Certified Trainer, Jan 2015 - Present

30-40 hrs/ week

- Provide outstanding service to guests by answering questions regarding food and beverage options.
- Protect guests and the establishment by adhering to safety, sanitation and alcohol beverage control regulations.

ThermoFisher  
SCIENTIFIC



# Does Kamden qualify for the role?

Drop a 1 in the Zoom Chat: Yes

Drop a 2 in the Zoom Chat: No

# Kamden Alias

East Detroit, MI | 956-115-4000 | kamdenalias@gmail.com

## SUMMARY STATEMENT

Motivated Wildlife professional with **1.5 years experience in managing wildlife populations**. I have experience with regulations and product classifications as it relates to importing and exporting animal and plant materials. Through my work experience with the DNR and Critter Control, I have **experience with federal regulatory bodies** such as the USDA. I also have experience with Fisheries & Wildlife Services (FWS) as it relates to local and federal regulations for relocation of wildlife. I am eager to continue towards my professional career goals and re-enter the biological science field.

## EDUCATION AND TRAINING

Michigan State University

Bachelor of Science in Fisheries & Wildlife Management

Dec 2018

## TECHNICAL EXPERTISE

- **Advanced Bio & Chemistry background**
- SOP Writing & Compliance
- Microsoft Suite & MATLAB
- **ISO/Clean Room Standards**
- Product Classifications
- **Exports/Imports Compliance**
- Polymerase Chain Reactions (PCR)
- Aseptic Technique
- **Permit Compliance**
- Environmental Resource Permits
- Fluent in Spanish
- Cell Culture

## RELEVANT INTERNSHIP EXPERIENCE

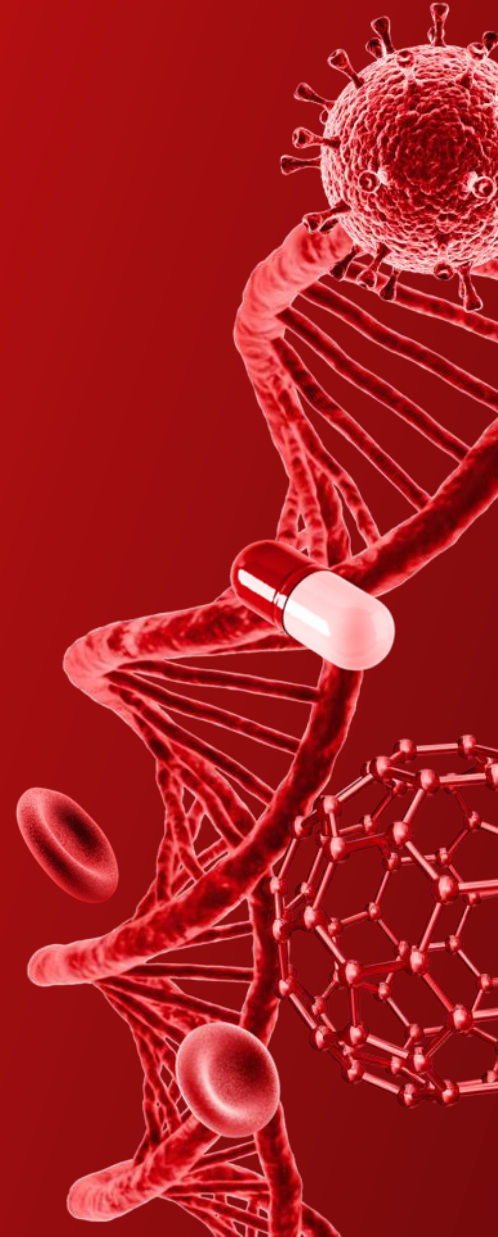


**Licensing & Regulatory Intern/Hispanic Outreach Coordinator**

03-17 to 08-18

*Department of Natural Resources (DNR), Lansing, MI*

- Increased awareness of and provided information to various stakeholders as it relates to obtaining and maintaining **USDA and FWS permits, increasing licensed entities +32% year over year**
- Worked with Licensing & Regulatory Affairs (LARA) in order to enforce and educate constituents on requirements for the use of natural resources and materials
- **Interpreted & communicated constant evolving regulations and policies to over 150+ Michigan residents pertaining to hunting and trapping and various other local, state, and federal guidelines on a monthly basis**
- Translated DNR website and digest to Spanish for accessibility to information
- Edited website data and files for ADA accessibility using a variety of applications, including Excel and Word



# Does Kamden qualify for the role after the changes?

Drop a 1 in the Zoom Chat: Yes

Drop a 2 in the Zoom Chat: No



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# Taking Ownership of Your Career: Building Your Personal Brand, while also Building Your Network

# Building YOUR Personal Brand:

- Update Professional Social Platforms
  - Ex. LinkedIn
- Self-Awareness
  - Ex. Body Language, Tone of voice, Communication
- Dress for Success
  - Ex. Understand the dress code (i.e. Business Casual)





# Building YOUR Network – Questions to Ask Yourself

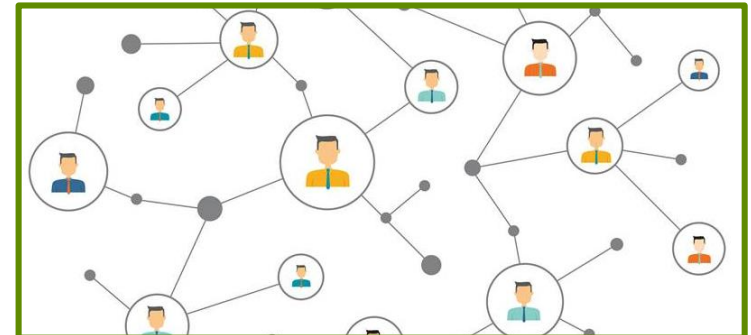


Who are the key people inside and outside the company who I can learn from and have career development discussions with?

“Networking is both an art and a science. The more you network—**with a positive outlook**—the more you will learn. And if you’re always learning, you are growing and thus developing yourself—especially your interpersonal communication skills.”



What is my relationship with each of these people? Is it strong and effective or in need of improvement?



Am I able to grow my career through my network?

If not, why not?

# Thank you

