

Álomállás, de hogyan?

**A karrierépítés lépései,
különös tekintettel az első
szakaszra.**

Dr. Osváth Andrea
2023. május 4.

A karrierépítés fázisai

1. Kezdeti szakasz – az egyéni tanulás szakasza
2. Az érettség szakasza – határozott viselkedési minták
3. A hanyatlás szakasza – a munkáltató kezd leírni a munkavállalót



Életpálya - Szakaszok

1. Próbálkozás –
önmegvalósítás,
erős belső
motiváció a
képzésekben
2. Megszilárdulás –
személyes
kreativitás,
innovációs készség
3. Középső
karrierszakasz –
technikai,
technológiai,
módszertani
naprakészség
4. Késői karrierszakasz
– lezárás, az
irányítás, a hatalom
átadása



Első lépések

Mi a célom?

Milyen képességeim,
készségeim vannak?

Mit szeretnék rövid és
hosszú távon elérni,
mire vágyom?

Mire van lehetőségem
a végzettségem
alapján?



Első lépések – elvárások

Az önéletrajznak és a motivációs levélnek egyaránt meg kell felelnie az adott állásajánlat ill. az álláskereső **elvárásainak**.

Ki kell hangsúlyozni az adott állás betöltése szempontjából érdekes **végzettségeket** és **tapasztalatokat**.





work

2005-2006

VRT
Web editor

2006-2009

Duval Guillaume
Strategic Planner

2009-2010

VVL-BBDO
Digital planner

CV

PIETER BAERT

+32 473 66 78 61
info@pieterbaert.be
Koste Lozanastraat 3/5
2018 Antwerpen

Belgian

Born on the 27th of
January 1981 in Leuven

Ellen's man &
Charlie's father

commu- nication skills

Public speech, discussion & debate
Writing & storytelling
Listening & empathy

off work

Blogger at www.pietel.be
since 2005

Technology reviews for
De Morgen newspaper

Passionate photographer
Self employed since 2006
www.pietelbaert.be

interests

Media, technology, food, travel,
movies, cycling & family.

education

1993-1999

Sint-Pieterscollege Leuven
Modern Languages & Sciences

1999-2001

Sint-Lukas Brussel
Audiovisual Arts

2001-2005

Catholic University of Leuven
Political & Social Sciences

business skills

marketing & communication

Vision & strategy
Inspire & innovate
Ideas & functional concepts
Networking & relationships
Press & policy

not my cup of tea

Administration
Project management
Finances

languages

Dutch Native

English Expert

French Good

hey, hi,
and hello!

PROFILE

Sara Duncan is a recent graduate looking for unique opportunities to utilize and hone her skills as an effective designer and problem solver by working with professionals within the advertising and design community.

**sara
duncan
wants
to work
with
you!**

sara@duncan.com
903.676.1354
srdncn@gmail.com

EDUCATION

Johnson County Community College
Graphic Design A.A.S.
2009 - 2011

EMPLOYMENT

Target
Merchandise Brand Team Member
2010 - Present
Maintain Target's brand standards within the staffing department

Design Ranch
intern
Fall 2011
Assisted with various projects and office needs

PROFESSIONAL SKILLS

Proficient
Photoshop
Illustrator
iDesign
Dreamweaver

Knowledgeable
HTML
CSS
Flash

AWARDS & ACCOMPLISHMENTS

District 9 Student Gold Addy
Graphic Projects
2011

Rank #1 overall for JCCC Portfolio Review
Spring 2011

JCCC Best of Show
Multiple Projects
2009 - 2011

Parent's Refrigerator
1994 - Present



PÉTER SZALAY

- * Hungarian
- * 05 / 03 / 1980
- * single
- * 1113 Kocsis Bela street 158,
Budapest, Hungary
- * +36 30 1247497
- * szalay.nora@gmail.com



skills and interests

- * First Aid certificate
- * child centred approach
- * skills to speak to people of all ages
- * outgoing and friendly personality
- * strong interpersonal abilities
- * literate, numerate, organised
- * good at arts & crafts
- * interest in sports: football, basketball, swimming, volleyball, badminton



languages

- * Hungarian
- * English
- * German
- * Danish



education

2008-2012

Eötvös Loránd Science University
Faculty of Pedagogy and Psychology
Faculty of Art

Spring
2009

Vallekilde Communication Collage
Denmark
Psychology

2004-2011

Dr. Mező Ferenc Grammar School



work experience

2011

June/August

LAL Language Center - England
St. Mary Collage
/ Activity Leader

2010

July/August

LAL Language Center - England
Taunton School
/ Activity Leader

2010 -

ELTE Faculty of Pedagogy and Psychology
Students' Union
/ Program Coordinator

2009

July/August

LAL Language Center - England
/ House Parent

2009 -

ELTE Faculty of Humanities
Students' Union
Foreign Affairs Committee
ESN ELTE Humanities Chairman
/ Mentor

STEPHANIE BULLOCK

GRAPHIC DESIGNER & FUTURE WEB DESIGNER

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TELEPHONE
865.719.4601

TUMBLR
stephaniecoleb.tumblr.com

TWITTER
Stephaniecole

ABOUT STEPHANIE BULLOCK

Stephanie is warm kind silly unique modest studious sensible confident respectful humble patient helpful generous creative ambitious talkative thoughtful bright positive cheerful lady Favorite color is coral Known to read textbooks for fun outside of class Loves design in Europe after studying abroad Enjoys learning new things Watches Breaking Bad, Smash, & Wheel of Fortune Never sneezes just once is paying for college herself Has been 5'2" since the 7th grade Likes the occasional documentary Can be seen singing in her car on the interstate Favorite games are Clue, Uno, Mario Kart & Apopto to Apples

EXPERIENCE

Pixel (Internship)
August 2012 - Current
Updating sites, creating support for sites & designing collateral for events

Worlds Creative Group (Internship)
January 2012 - May 2012
Mostly print design & some Wordpress

PSTCC 2012 Student Design Showcase
Created concept and all collateral start to finish

Beyond Media (Internship)
Introduced to the world of video editing & two on site commercial shoots

EDUCATION

Graduated Spring 2012 with an AS Degree in Communication Graphics Technology: GPA: 3.25

Studied New Media in Paris, Brussels, & Amsterdam for course credit through Tisch

Recently decided to return to Pellissippi State for an additional AS Degree in Web Technology

I am also planning to pursue a BFA in Graphic Arts from the University of Tennessee

Class of 2009 from Farragut High School

EXTRA ACHIEVEMENTS

Awarded Graphic Design Student of the Year by the American Advertising Federation (AAF)

Was on a committee that created all collateral needed for the TennShow 2012 Statewide Design Competition

Awarded the only Award of Merit given for the CGT program in 2012

Took Gold & Silver in a statewide design competition

Selected by professors to represent the CGT program at Pellissippi in a promotional video

My concept was voted by my peers to represent students in Pellissippi's Student Design Showcase for the 2012's graduating students

Have served on the AIGA Student group as Vice President & Communications Officer while aiding the Knoxville board with many of their events

Before

ANKUR PATEL

Executive Assistant - Finance at IBM from 06/2009 to 06/2012

About
Highly competent professional who can be trusted to take care of the most confidential projects. Excels at taking delegated assignments and completing administrative processes to improve efficiency and accuracy. Self-starter and quick learner who adapts to new opportunities.

Educational Background
Bachelor of Science, Psychology, Aurora State University 2008

Skills
Experienced in Work, MS Office, Quickbooks, HTML, CSS, Adobe Creative Suite, Various Social Media and Blogging Platforms

Areas of Expertise
Handling Accounting Procedures
Following Job Functions
Planning Corporate Events
Scheduling Travel Arrangements
Managing Files and Documents

My Experience

Senior Industries, San Diego, CA 2007 - Present
Provided executive office assistance for CEO. Used preparation of all executive communications, file management, and record maintenance. Coordinated special events, special projects, and monitor relative communications. Provided monthly payroll, accounts payable/receivable, and expense reports. One exclusive website for health delivery for 10 years.

Overview

- Received commendation and trophy for providing accurate financial data
- Significantly reduced time required to prepare quarterly financial reports by redefining existing reporting procedures

IBM Industries, Phoenix, AZ 2008 - 2007
Handled executive office tasks for Executive Vice President. Responsibilities included coordinating travel, arranging corporate events, scheduling phone calls, preparing internal communications materials, and bookkeeping. Trained and led all executive assistants in all Regional Vice Presidents in company divisions.

- Reduced executive travel expenses by 80% (US) while maintaining 100% of employment by re-negotiating vendor contracts
- Coordinated numerous services by creating promotional materials, booking airfare, and organizing activities

BankOne, Phoenix, AZ 2008 - 2008
Assistant Manager
Trained new hires in store operations, helped manage store's budget and inventory levels, followed manager by controlling weekly audits and developing work schedules. Led team of 17 services per shift.

After

Executive Assistant

ANKUR PATEL

ABOUT

Highly competent professional who can be trusted to take care of the most confidential projects. Excels at taking delegated assignments and completing administrative processes to improve efficiency and accuracy. Self-starter and quick learner who adapts to new opportunities.

SKILLS (EXPERIENCED IN)



AREAS OF EXPERTISE

Handling Accounting Procedures
Following Job Functions
Planning Corporate Events

Scheduling Travel Arrangements
Managing Files and Documents

EDUCATION

Graduated May 2008
Aurora State University

Bachelor of Science in Psychology

Marketing Minor

GPA: 3.2

WORK EXPERIENCE

Executive Assistant

Senior Industries, San Diego, CA

Handled executive office tasks for CEO. Used preparation of all executive communications, file management, and record maintenance. Coordinated special events, special projects, and monitor relative communications. Provided monthly payroll, accounts payable/receivable, and expense reports.

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CONTACT

ADDRESS
600 Phoenix Avenue
Chandler, AZ 85226

PHONE
Home: 480-444-6444
Cell: 480-444-6444

WEBSITE
ankur@ibm.com

Executive Assistant

Senior Industries, San Diego, CA

Handled executive office tasks for Executive Vice President. Responsibilities included coordinating travel, arranging corporate events, scheduling phone calls, preparing internal communications materials, and bookkeeping. Trained and led all executive assistants in all Regional Vice Presidents in company divisions.

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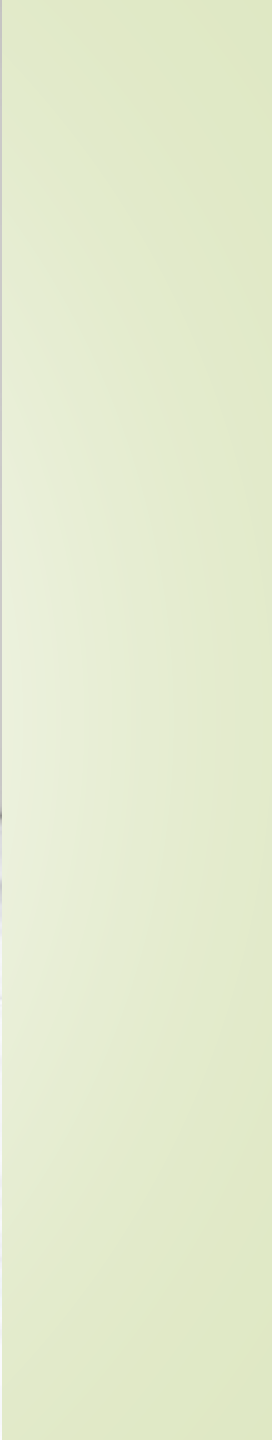
CV-képek











LinkedIn profil FB és közösségi oldalak



LinkedIn profil

1. Használd kulcsszavakat!
2. A hivatalos nevedet add meg!
3. Tölts fel egy komoly képet!
4. Optimalizáld a tartózkodási helyedet!
5. Írj egy profi leírást a hivatásodról, ami a neved alatt jelenik meg!
6. Jelöld meg az üzlet-vagy iparágat, amelyben dolgozol!
7. Légy aktív, frissítsd a profilodat, ossz meg releváns híreket!
8. „Add el magad” a bemutatkozásoddal!
9. Mutasd be a munkádat: jöhetnek a képek, videók, prezentációk!
10. Add meg, milyen projektekben, kurzusokban, önkéntes munkákban vettél részt!
11. Lépj kapcsolatba a régi ismerősökkel is – sosem tudhatod, ki segíthet rajtad és kinek segíthetsz Te!
12. Csatlakozz számodra releváns LinkedIn csoportokba!

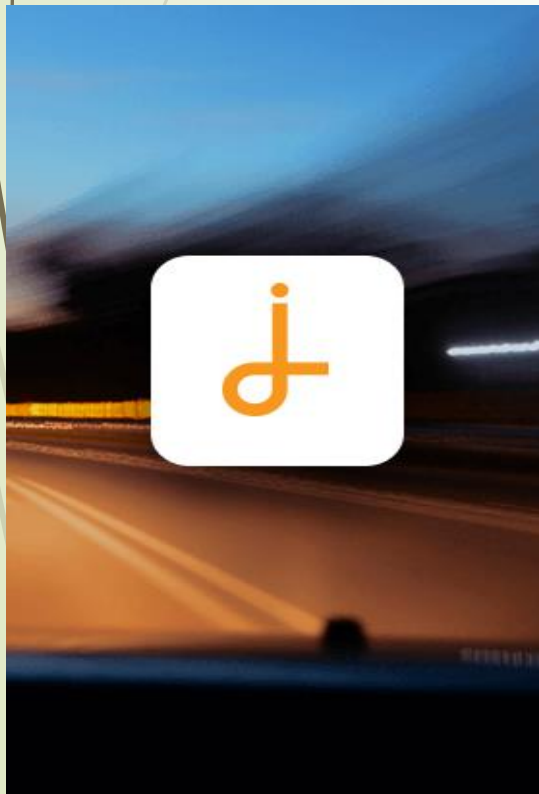
Álláskeresés

Kapcsolati háló

Állásbörze

Online álláskeresés

Fejvadász cégek



Kiválasztás – eszközök és módszerek

- Pályázat – CV
- Felvételi beszélgetés
- Pszichológiai teszt
- Assessment Center (AC)
- Eredmények összesítése, döntés
- Felvételi megállapodás



AC

1. A jelölt megítélését elősegítő szisztematikus módszer
2. Reális élethelyzetek, egyéni, páros, csoportos megoldások
3. A pályázó viselkedését AC megfigyelők értékelik



AC - felépítése

1. Bemutatkozás
2. A jelölt bemutatkozása
3. Rövid helyzetgyakorlatok
4. Szerepjátékok
5. Egyéni prezentáció
6. Záró beszélgetés



AC – mit figyelnek?

1. Kommunikáció

2. Társas viselkedés:
együttműködés, empátia

3. Gondolkodásmód:

információ feldolgozás,
rugalmasság

4. Motiváltság:

Pozitív beállítottság,
céltudatosság, kitartás



Interjútechnikák

Stresszinterjú

Cél:

Provokálás

Sémákból való kimozdítás

Manipulatív önmegjelenítés
fellazítása



Interjútechnikák

„Ahogy hallgatom a válaszait...

- Nem alkalmas
- Túl impulzív, nehezen kontrollálja magát – példa
- Erősségeiről eddig még nem győzött meg.”



testbeszéd



És ezután...

1. A munkahelyi szocializáció függ (Anderson, Cooper):

- A munka mennyire illeszkedik a személyiséghez?
- Képes-e a munkavállaló megfelelni a munkakör elvárásainak?
- Kielégíti-e a munka az elvárásait?

2. Személy és szervezet



Megoldási lehetőségek

- Önértékelés és munka
- Generációk közötti kommunikációs különbségek
- Mentorálás
- Kilépés, váltás



Csak sikert kívánok!

