

Professional Footprint

Weekly Report 5

9/17-9/23

This past week, my time was spent on creating a professional footprint for myself online, which included creating a website and finalizing my résumé. However, creating my résumé was more daunting than previously expected due to a variety of reasons and my website is still in its beginning phase and needs a lot of work.

Creating a résumé previously seemed like a simple task, but in truth, requires a large amount of self examination and awareness of your audience. For my résumé, it was necessary to delve into all of my accolades, extracurricular involvements, education, and skills. On top of finding that information, it was also necessary to sort out the all the important information from the unnecessary information. The important information in my résumé needed to include details and achievements that would spotlight me as a well rounded and also be relevant to business consulting. My extracurricular activities included Business Professionals of America state qualifier, Varsity Soccer athlete, Academic Decathlon, Spanish National Honor Society, DECA, National Society of High School Scholars, and Key club. For my relevant skills, presenting ideas and speaking professionally in front of large groups, staying level headed in high pressure situations, basic JavaScript coding knowledge, and leading talented individuals in completing tasks under tight deadlines were all included. By creating my résumé there were many things that were brought to my attention, which were that I need to keep track of all my achievements from now on, involve myself in more business related courses, and continue to build my résumé and portfolio.

This past week was very productive due to the creation of my résumé which I can use for a variety of professional opportunities, and also due to the personal inquiry that was required by this assignment. This coming week, my priority will be mastering my “soft skills” in order to properly make cold calls and make a good impression during interviews. These “soft skills” will be mastered, by me, by shaking hands with ten adults that have never met me, and by practicing my intonation and emotion while speaking with a professional over the phone.