

HOWARD UNIVERSITY

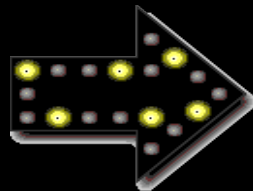
2011 Career Exploration Week



September 26 – 30, 2011

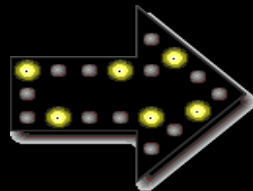
Events

- MONDAY, September 26
Career Fest :: The Yard
11.00 am – 3.00 pm
- TUESDAY, September 27 – Blackburn Center
Career Exploration Fair – Day 1 :: Ballroom
1.00 pm – 5.00 pm
- WEDNESDAY, September 28 – Blackburn Center
Career Exploration Fair – Day 2 :: Ballroom
1.00 pm – 5.00 pm



Events

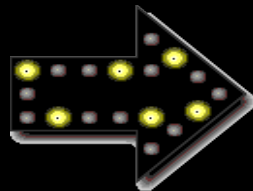
- Thursday, September 29
CEDAR Center
9.00 am – 4.30 pm
On-Site Interviews – Sign up at the Career Fair
- Friday, September 30
CEDAR Center
9.00 am – 4.30 pm
On-Site Interviews – Sign up at the Career Fair



Career Fest :: The Yard

MONDAY, September 26

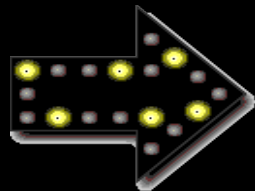
- Official Launch of Career Exploration Week
- Register for Career Exploration Fair
- Have your resume critiqued
- Participate in Interview Coaching
- Grab a bite!



Career Exploration Fair :: Blackburn Center Ballroom

Tuesday, September 27 & Wednesday,
September 28, 2011

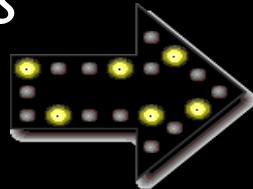
- Meet representatives from some of America's leading companies
- Obtain recruitment information and applications
- Get started on a new career path



Quick Tips :: Attire - Ladies



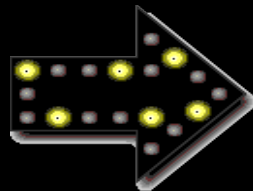
- Wear a conservative business suit
- Skirt length: not too long/not too short. Knee length is best
- Shirts should complement the suit (no ruffled, frilled, or transparent styles)
- Flesh-toned nylons



Quick Tips :: Attire - Men

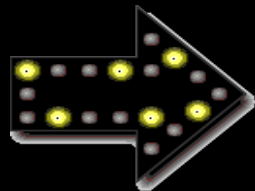


- A conservative, well-fitted suit (gray, navy, black)
- Neckties: uniform and subtle patterns
- Shoes shined
- Socks to complement suit (argyle and transparent styles not accepted)



Your Resume

- Have your resume critiqued by professionals on Monday at the Career Fest
- Bring as many copies as possible to all events
- Should be no more than one page long for entry level positions



Brandon Black

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myemail@howard.edu

SUMMARY OF QUALIFICATIONS

- Energetic and motivated with over 3 years of experience in the automotive industry
- Effective in establishing and cultivating key business relationships
- Prepared to manage projects, which involve multiple tasks, deadlines and vendors
- Capable of performing well independently and in a team environment
- Effective in communications; written, verbal and visual
- Computer skills include Microsoft Office (Word, Excel, Power Point, Lotus Notes)

Education

Howard University, Washington, D. C.
B. B. A. International Business Minor- Finance, Date of Graduation: May 1999
Performance Coaching, Ford Motor Company, 2001
Project Management, Ford Motor Company, 2000
Dale Carnegie Graduate, 1999

Professional Experience

USA Car Manufacturer, Customer Care Administrator, Jersey City, New Jersey, 10/01–Present

- Manage dealer satisfaction program, which measures the relationship between USA cars and our retail network
- Oversee the online survey processes including questionnaire and web site
- Produce monthly performance reports

International Cars, Dealer Planning Analyst, Newark, New Jersey, 3/99 - 10/01

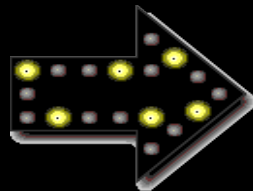
- Facilitated orientation to new hires in International Cars; including programs, personnel, standards, products, marketing campaigns and brand philosophy
- Supported retailers and department management in advertising efforts
- Coordinated a financial statement training course for retailers in 3 metro cities around the country, which required curriculum development, event planning and logistics

United States Department of Commerce, Intern, Washington, DC, 02/96 - 6/98

- Developed questionnaires, which were distributed to the governments of 17 foreign countries
- Served as an assistant to senior analyst by researching and distributing historical case data. The information was used to calculate rates charged to the foreign government.
- Calculated duty rates on subsidies, which were in excess of \$73 million

COMMUNITY SERVICE

Member: Howard University Alumni Association,
Volunteer: Mt. Olivet Baptist Church - Youth Advisor



Name and address
at top in bold →

List of relevant
qualifications
→

Relevant college
education →

Work experience
related to position
→

Community
Involvement and/or
Achievements and
Honors go here →

Sign up for Career Exploration Week

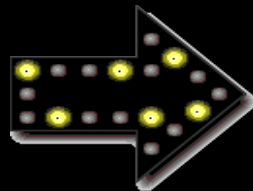
TODAY!

All Majors and Classifications Welcome!

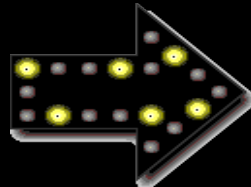
September 26 – 30, 2011

Sign up now at:

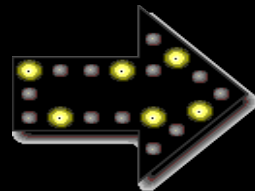
<http://www.howard.edu/careerservices/students/internship.html>



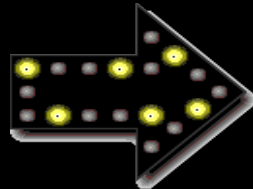
Get Advice From Experts



Meet representatives from some of America's leading companies



Obtain information and application packets



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2011 Career Exploration Week



September 26 – 30, 2011

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