

CAREER PLANNING AND
PLACEMENT OFFICE
JHJ SCHOOL OF BUSINESS
ROOM 330
PHONE: 713-313-7734
FAX: 713-313-7781
E-MAIL:
GAINES_YG@TSU.EDU

JHJ Employment Source

DECEMBER 2006

Success Story



Our success story this issue features **Tiffany Burks**, a graduate of Texas Southern University - Jesse H. Jones School of Business. Tiffany received her degree in business management in 2005. She is currently working with the Boys and Girls Clubs of Greater Houston as the Director of the NFL YET Center. She is the youngest Director in the Houston area. The center provides computer classes, homework assistance, and tutoring as well as athletics and games for at risk youth.

Tiffany and her staff teach each child the importance of excelling in school, teamwork, personal integrity, and responsibility. She works between 50-55 hours.

What advice would you give to JHJ Students?

Not only look, but seize opportunities to advance. Own your career. Do not let anyone mandate your career path.

What motivates you?

The students motivate me; not money. Money will come eventually. I believe you should do what you enjoy and what makes you happy.

How did you get started with the Boys and Girls Club?

I always had a passion to be a mentor. I joined the Boys and Girls Club in college and worked for 2 ½ years. Afterwards, I began working for Enterprise Rent-A-Car after graduation for nine months and realized how much I missed the youth. I missed the relationship building and hugs and I wanted to give back. There is no other way for me to show my appreciation than to give back to every kid that I can.

Did your education at TSU help you?

Yes, but mostly advice outside the classroom. Individuals such as Mr. Brown, Mrs. Wiley, Mrs. Gaines, Mrs. Hughes, Dr. Johnnie Williams, Ms. Linda Coach Riley, and Dr. Anderson gave me sound advice and helped me structure my responsibilities and business acumen. They have really taught me how to appreciate others and give back.

What Will We Find?

Are you a facebook or myspace fanatic? What type of pictures have you posted on these sites? Are they tasteful or repulsive? Many employers have gotten word of the new pastime of potential employees and are viewing these web pages to see what those potential employees are really like.

There are a few things you should consider when designing your page:

- ◇ **Is this picture tasteful?**
- ◇ **How will this come across to someone who does not know me?**
- ◇ **Is this unlawful?**
- ◇ **How do I want to be portrayed?**

Please review your profiles and postings. Make sure you are comfortable with the image you are portraying.

MBA News



A growing number of MBAs are taking their degrees and training with them as they leave corporate America for nontraditional fields, according to the Black MBA Magazine. Recent MBA graduates do not want to work countless hours in an office or cubicle.

The Black MBA Magazine find that instead, many are finding new careers outside the traditional workplace, choosing such alternatives as non-profits, arts organizations, government jobs and churches. Since these organizations are now competing for MBAs they have brought forth increasing salaries, bonuses, and perks to lure the MBAs. Nicole Chestang, COO of the Graduate Management Admissions Council of McLean, VA believes, "The MBA provides a tool set – a real grounding in finance, marketing and management – that's needed in all sectors, regardless of the setting. And various sectors are recognizing that and compensating for that."



Employment News

Top ranking companies in the oil and gas industry are Royal Dutch/Shell, Exxon Mobil, BP, TOTAL S.A., ChevronTexaco, Petroleos de Venezuela, Petroleos Mexicanos, Eni S.p.A., Repsol YPF, S.A., and PetroChina Company Limited, according to Hoover's.

The Oil industry got its start in 1870 when John Rockefeller founded standard oil during the Civil War. From then on the demand for oil increased with companies eventually going overseas to expand their reserves.

The Oil and Gas industry provides jobs in management, accounting, finance, and administration as well as geology and engineering. According to the Bureau of Labor Statistics.

Citgo is an oil and gas company with headquarters located in Houston, TX and refineries located in Lake Charles, LA, Corpus Christi, TX, Lemont, IL, and Savannah, GA.

Citgo is a refiner and marketer of transparent fuels, lubricants, petrochemicals, refined waxes, asphalt, and other industrial products. **Citgo** has over 4,000 employees and revenue that exceeds \$32 billion.

Citgo was established in 1910 by Henry Dougherty. The company was first introduced as the Cities Service Company, but in 1965 Cities Service changed its name to Citgo. **Citgo** is now owned by PDV America, Inc. which is a subsidiary of the national oil company of the Bolivarian Republic of Venezuela, Petroleos de Venezuela, SA.

The following companies visited our campus this year for either on-campus interviews or Corporate Information Sessions:

- Abercrombie & Fitch
- Armstrong
- AXA Advisors
- Baker Hughes
- Black & Decker
- CITGO
- City of Houston
- Comerica Bank
- Continental Airlines
- DCMA
- Enterprise Rent –A-Car
- Federal Express
- Ferguson Enterprises (Wolseley)
- Grant Thornton
- Northern Trust
- Republic Beverage
- Shell Oil
- Sherwin Williams
- Target
- UTMB-Galveston
- Wal-Mart
- Walgreens



Did you Know?

Company Online Resumes...

When submitting an online résumé, the applicant should include a Cover Letter outlying key skills/qualifications conducive to the position you are applying for.

The majority of these online résumés are scanned and stored in an application database.

Résumés are retrieved using "keywords" of competencies/skills pertaining to the position. These keywords can be listed in your Objective, Summary of Qualifications, and/or Profile sections. Keywords:

- | | |
|-----------------|---------------|
| Leadership | Analytical |
| Problem Solving | Interpersonal |
| Communication | Conceptual |
| Organization | Customer |
| Service | |

Keywords denoting experience/expertise in certain areas should be used as well. Experience keywords:

- Software Auditing AP / A/R Payroll Bookkeeping Degree Collections Advertising Logistics Sales Project planning Contracts Human Resources Budgeting Purchasing Inventory Training Certifications Administration

Remember to upload a "scannable" résumé when submitting to companies online. Scannable résumés are usually basic text (no bold, italic, borders, etc.).

Use "attachments" when sending résumés online. The attachment ensures that your résumé will reach the party in the format you sent it.

Spring graduates, it is now December. Do you have a job lined up after graduation? If not, you need to start looking now! On average it takes 6-12 months to find a job.

Here are a few things to remember when searching for employment:

1. Make a List of Organizations. Seek out any contacts for these organizations that you are interested in.
2. Critique your résumé. Have someone review your résumé for accuracy and effectiveness.
3. Practice Your Interviewing Skills.
4. Networking is Key.
5. Use your Resources. The Career Planning and Placement Center, professional organizations, networking events, and school program/events are good resources.
6. Be Patient, Stay positive, and Don't Get Discouraged!

What's New!



TigerConnect has added a new feature..... The VAULT provides 24/7 online access to company information and is the world's leading source of career information. It will make your efforts at researching employers, industries, and career subjects infinitely easier and more efficient. This new online resource contains:

- Downloadable e-books
- College Surveys for the inside scoop on 1000+ top colleges and universities.
- Insider company information not available anywhere else
- Industry research
- 3,000+ Company Profiles
- Electronic Watercooler™ message boards, with 1.5 million posting archives
- 1,100+ Vault Career Advice Articles
- Industry and Occupational Profiles
- Access to the Vault Message Boards for insider information and
- Much More!