

Portfolio Development



For Peer Nutrition Counseling

2018

Objectives

- *Portfolio – What is it?
- *Purposes
- *Portfolio *process*
 - *Steps of Development
 - ✓ Plan
 - ✓ Gather documentation
 - ✓ Update references, create support materials
 - ✓ Supplies → assemble
 - ✓ Prepare for creating one to use in interview

What is a portfolio?

- *Container

- *Collection

- *Documentation

- *Communication

Some typical purposes?

- ✓ **Tools** discuss common goals
- ✓ **Evidence** of new knowledge/experience
(**Documentation**)
- ✓ **Accomplishments** from coursework
- ✓ Track **skills** – current and future
- ✓ **Visual** resume to present

Personal portfolios also..

- ✓ Help you recognize your **strengths**
- ✓ Build **confidence**
- ✓ **Connect** interviewer and interviewee

What you'll need

Supplies

- ✓ 3 ring binder (1-2")
- ✓ Tabs/dividers
- ✓ Paper
- ✓ Other?

Step 1: Planning, organizing

Jane Doe
Freelance Writer
PORTFOLIO TABLE OF CONTENTS

1234 Fake Lane
Anywhere, STATE 12345
(555) 555-5555

Introduction of Purpose
Cover Letter.....1
Resume.....2

Work Samples

Journalism Writing
Feature Article: "How to Assemble a Portfolio".....3
Op-Ed Column: "Portfolios are Important".....4

Creative Writing
Short Story: "I Once Wrote a Portfolio".....5
Novel Excerpt: "The Girl Who Wrote a Portfolio".....6

Media Clips

DVD: "Me Writing a Portfolio".....7
CD: "Honky Tonk Portfolio Women".....8

References.....9

| | |
|----|---------------------------|
| 1 | Portfolio Cover |
| 2 | Index |
| 3 | Letter of Application |
| 4 | Résumé |
| 5 | References |
| 6 | Letters of Recommendation |
| 7 | Honors and Awards |
| 8 | Workshops/ Seminars |
| 9 | Professional Samples |
| 10 | Miscellaneous |



etc.

JANE SMITH
Address: 123 Main St., Suite 100, New York, NY 10001-1234 | Phone: (212) 555-1234 | j.smith@pnc.com

CAREER OBJECTIVE
Administrative Assistant with 5 years of experience, seeking a position in the Executive Office of a Fortune 500 company. Strong organizational skills and excellent communication abilities.

CORE COMPETENCIES

- Customer Service
- Data Entry
- Microsoft Office Suite
- Project Management
- Time Management

PROFESSIONAL EXPERIENCE

Elite Inc., New York City, New York
Administrative Assistant, May 2018 - Present

- Assist in managing executive calendar, travel arrangements, and correspondence.
- Coordinate and direct office services, including reception, mail distribution, and filing.
- Prepare reports, memos, letters, and other documents using word processing software.
- Manage office inventory and supplies.

Florida Department of Social Services, Orlando, FL
Administrative Assistant, Jan 2017 - May 2018

- Assist in processing and reviewing applications for public benefits.
- Prepare and maintain records and files, including documentation and reports.
- Provide customer service to clients and staff.

EDUCATION

Florida State University, Tallahassee, FL
Bachelor of Science in Business Administration, May 2014

ADDITIONAL SKILLS

- Proficient in Microsoft Office and Adobe Photoshop.
- Bilingual in Spanish and English.
- Certified in Project Management.

AWARDS AND HONORS

- Employee of the Month for 3 consecutive months in 2019.
- Received "Rising Star" award in 2018.
- Awarded an employee recognition plaque for "Outstanding Achievement" 2 years in a row through 2015.



Step 2: Gathering documentation

- ✓ Projects/Leadership
- ✓ Case Studies
- ✓ ADIME notes, Client and Time Logs
- ✓ Marketing brochures
- ✓ Handouts
- ✓ Photos, etc.

What this one needs for PNC*

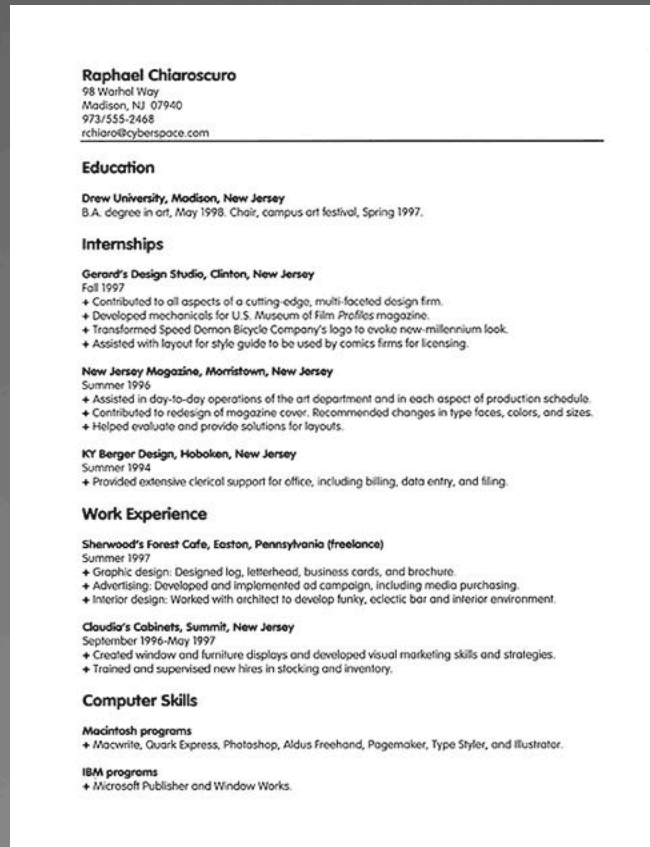
Portfolio Assessment Form (*Student enters all data required) **DO NOT USE PLASTIC SLEEVES** Due Date (TBA)

| Contents | Comments | Additional Comments, Explanations | Other | Pts |
|--|---|---|--|------------|
| Resume | Professional: Yes/No | | | /1 |
| Statement of Professional Philosophy | Meaningful? Y N | | | /1 |
| Grammar and spelling | Excellent Good Ave Poor | | | /2 |
| Presentation of Portfolio | Neat, professional? Well organized? Y N | | | /1 |
| PNC Projects in which you've been involved | You'll list your activities: | | | |
| *Student lists all: Name of projects, dates. Use additional paper if necessary. | 1. 2. 3. 4. | In portfolio, provide brief summary of your part in the event. <u>Circle</u> events when you were in a <u>LEADERSHIP</u> role | | /3 |
| | Others? List on the back. | | | |
| PNC Case Studies (Include two complete analyses) (not ADIMEs) | Appropriate selection? Y N | Clear, including a discussion about why these were chosen? Y N | State the case, tx, outcome, approach, what you'd change, if anything. Y N | /4 |
| PNC ADIME notes – put copies; do not use patient names. Include ALL. | Complete? Accurate? Appropriate dx? | Calculated total energy correctly (showed work) – Y N | Used proper format (diagnosis (dx); treatment rx, or good attempt; PES | /5 |
| Handouts – if any – include in portfolio | What brochures, flyers you've created &/or used | | | /1 |
| Marketing plan for project, Write out what you did. | Y N | Must describe how you got people involved, enthusiastic | | /1 |
| Number hrs (*Student enters these numbers) | | *Counseling hours: _____ *Total PNC hours: _____ | | /3 |
| Number patients (*Student enters these numbers) | | *Number of new patients: _____ *Number of follow ups: _____ | | /3 |
| TOTAL POINTS/SCORE | | | | /25 |

Evaluator's comments:

* Remember: This is for PNC-related projects, documentations only.

Step 1 ... your resume



Update resume for PNC
What's appropriate, what's not?

Rethinking your resume for PNC

- ✓ Your educational history – College/ University – (degree/major/dates
- ✓ PNC-related – *current* information
- ✓ Nutrition-relevant information/activities/work
- ✓ Proper grammar and spelling
 - ✓ Utilize CSUN services
 - ✓ The Career Center
 - ✓ <http://www.csun.edu/career/>
 - ✓ Resume workshop schedule posted
 - ✓ 677-2878

Step 2 includes ...

✓ PROFESSIONAL **PHILOSOPHY**

- ✓ Personal, individual

- ✓ Who **you** are

- ✓ Why this **career**

- ✓ Why it is **important** now/future

- ✓ How you will **impact** it & it, you

✓ **Goals**- Make them **measurable**

- ✓ E.g. Begin Dietetics Internship after graduating in (~ date)

- ✓ Become a Registered Dietitian by ...

Step 2 continued...

- ✓ Determine skills acquired and needed.
- ✓ Skills Acquired:
 - ✓ Write **summary** of each activity you participated in.
 - ✓ **Name** of the activity, **purpose**, and **your role**
 - ✓ **Skills used/developed**
 - ✓ What you **learned**
 - ✓ Most **valuable** part of this experience

Skills to highlight (many overlap)

- ✓ **Communication**

- ✓ Oral, written, non-verbal

- ✓ **Personal strengths**

- ✓ Critical thinking, problem solving, teamwork, leadership, ethical behavior, empathy

- ✓ **Social, Professional**

- ✓ Responsibility, understanding, awareness, understanding

- ✓ **Personal and Intellectual Autonomy:**

- ✓ Independent learning, self-management, organizational, goal-oriented.

Step 4 Putting it all together

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Freelance Writer
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etc.

JANE SMITH
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CAREER OBJECTIVE
Administrative Assistant with 5 years of experience, seeking a position in the Executive Office of a Fortune 500 company. Previous experience includes administrative support, scheduling, and coordination of corporate events.

CORE COMPETENCIES

- Customer Service
- Event Planning
- Microsoft Office Suite
- Multitasking
- Problem Solving
- Time Management

PROFESSIONAL EXPERIENCE

Office Manager
ABC Inc., New York City, New York
September 2018 - Present

- Assist in the daily operations of the office, including scheduling, correspondence, and coordination of corporate events.
- Manage the office budget, including purchasing supplies and maintaining office equipment.
- Coordinate and direct office services, such as reception, mail distribution, and filing.
- Prepare reports, memos, letters, and other documents, ensuring accuracy and timeliness.
- Assist in the recruitment process, including scheduling interviews and providing support to new hires.

Administrative Assistant
XYZ Corp., New York City, New York
January 2015 - August 2018

- Assist in the daily operations of the office, including scheduling, correspondence, and coordination of corporate events.
- Manage the office budget, including purchasing supplies and maintaining office equipment.
- Coordinate and direct office services, such as reception, mail distribution, and filing.
- Prepare reports, memos, letters, and other documents, ensuring accuracy and timeliness.
- Assist in the recruitment process, including scheduling interviews and providing support to new hires.

EDUCATION

State University
Bachelor of Science in Business Administration
Graduated: May 2014

ADDITIONAL SKILLS

- Proficient in Microsoft Office and Adobe Photoshop
- Bilingual in Spanish and English
- Certified in Project Management

AWARDS AND HONORS

- Employee of the Month for 3 consecutive months in 2019
- Winner of "Best Administrative Assistant" award in 2018
- Awarded an employee recognition award for "Exceeding Expectations" 2 years in a row through ABC Inc.



Check again. Did you include...?

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Recapping

- ✓ Resume
- ✓ Personal philosophy
- ✓ Tabbed section for work samples
 - ✓ Leadership
 - ✓ Photos of your events
 - ✓ Case Studies
 - ✓ ADIME notes
 - ✓ Pictures of events in which you participated

Questions?