



Creating your own Opportunities

by

Connie Tsui-Burchfield

Managing Consultant at Radix Consulting Ltd



**Faculty of Social Sciences
The University of Hong Kong**

RADIX
Strong Roots | Sustainable Growth

Our team



Trish Meecham
Coach & Facilitator



Anthony Wong
Consultant & Facilitator



Connie Tsui-Burchfield
Founder & Managing Director



Bart de Wit
Executive Coach



Holly Ho
Coach & Facilitator

Our advisors



Prof. Arina Isaacson
Haas School of Business
University of California Berkeley



Eddy Kiang
Angel Investor & Serial Entrepreneur
Sinosonic Group

Radix clientele

- Assessment
- Training workshops
- Career coaching
- Accreditation
- Enterprise transformation

Bloomberg

HSBC 


SWATCH GROUP



 **TEXWINCA**
Holdings Limited 德永信集團有限公司




英皇金融集團
Emperor Financial Services Group

 **TACSEN**
得信諮詢

 **CEB**
WHAT THE BEST COMPANIES DO

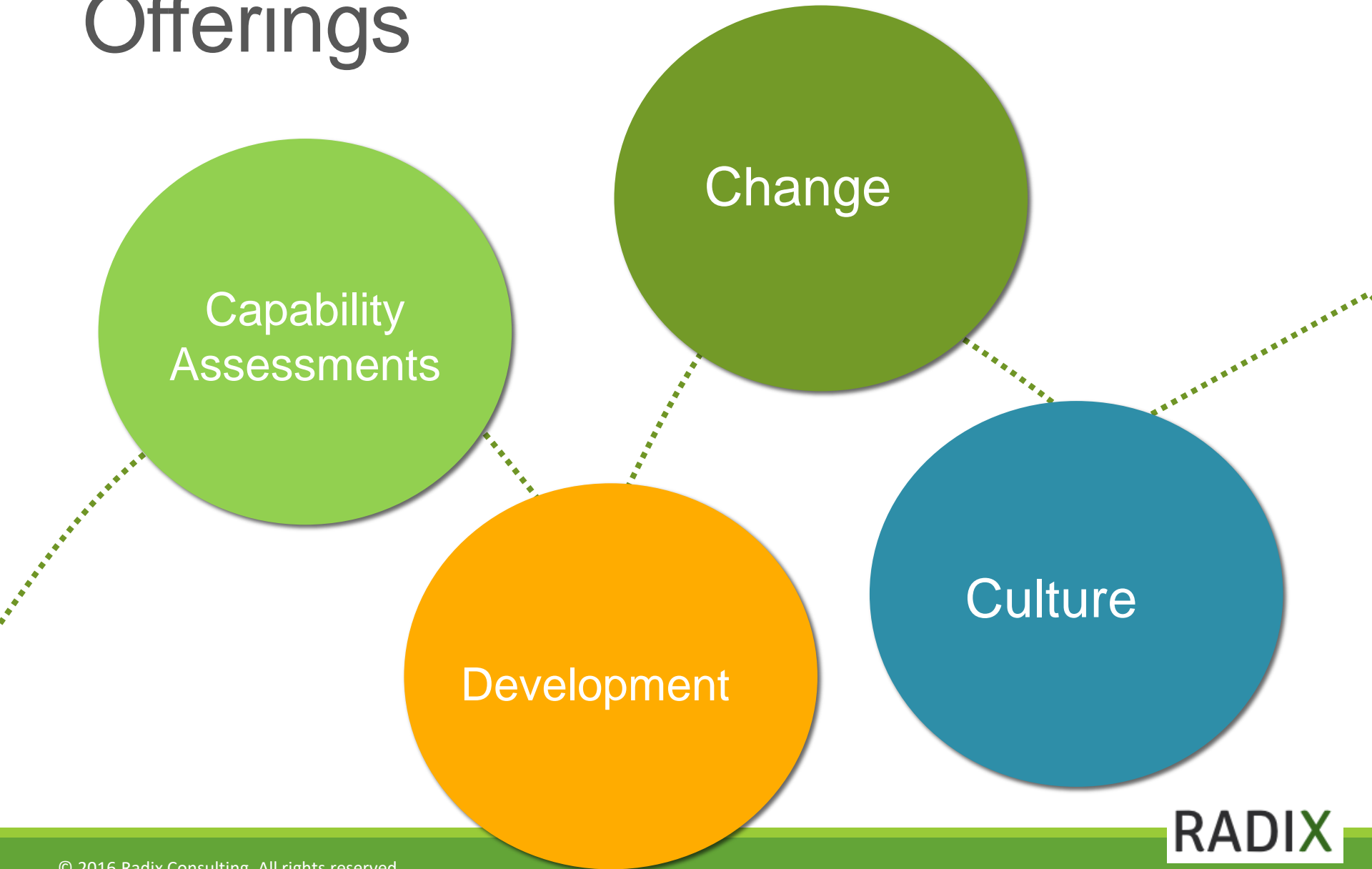
 **HKUST**
BUSINESS SCHOOL
香港科大商學院 | **MBA**

 **TELSTRA**

 **THE HONG KONG**
POLYTECHNIC UNIVERSITY
香港理工大學

RADIX

Offerings





Creating your own Opportunities

Faculty of Social Sciences

- **Geography**
- **Politics and Public Administration**
- **Psychology**
- **Social Work and Social Administration**
- **Sociology**
- **Journalism and Media Studies Centre**



A job
or
a career?

What are
your
potential
employers
doing?



What looks like to you during job search process



HSE Officer CV Sample

/TerrySmith/1 High Street, Anytown, Anycounty, SE15 6TQ/07777 666 555/
tsmith68@anymail.com

Professional Summary

An experienced and committed health, safety and environment officer with a wealth of knowledge in health and safety and the environment legislation and codes of practice. Able to write policies and safe systems of work to protect the health and safety of employees as well as the environment. Monitoring and reviewing policies also within skill set. Able to keep abreast of changing legislation and has in-depth knowledge of specialist areas of health, safety and the environment, such as chemical safety, control of emissions and construction site safety. A good communicator on all levels, happy to work alongside senior managers staff, contractors and external agencies, knowing how and when to liaise with various individuals.

Core Qualifications

- NEBOSH Diploma in Occupational Safety and Health
- NEBOSH Environmental Diploma
- St. John Ambulance first aid at work certificate (valid until June 2018)

Academic Qualifications

Middlesex University of BSc Occupational Safety, Health and Environment 2001-2003 A levels: English (B), Maths (B), Chemistry (C)

Key Skills

- Thorough knowledge of health, safety and environment legislation.
- Experienced in formulating policies for high risk environments then implementing, monitoring, reviewing and auditing these.
- Competent risk assessor.
- Qualified HSE trainer.
- Able to formulate preventative maintenance schedules.
- Able to carry out specific environmental monitoring and sampling tests.
- Excellent written and presentation skills.

Experience

HSE Officer – Rollands Manufacturing 2010 - present

- Responsible for full site health and safety together with environmental compliance across all areas.
- Liaising with staff on all levels including external bodies and contractors.
- Training the workforce including managers in health and safety and the environment.

HSE Officer – CGE Construction – 2006-2010

- Responsible for health and safety on company's construction sites along with environmental compliance.

References

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How to write a good resume that will get you first job interviews?



How to nail a job interview so that they want you back?

Your presentation is your personal brand



HSE Officer CV Sample

/TerrySmith/1 High Street, Anytown, Anycountry, SE1
tsmith68@anymail.com

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Social Innovation / Global Citizenship Internship Application Faculty of Social Sciences, T

Personal Particulars

Application No.:
University No.:
Salutation:
Full Name:
Nationality:
HKU Email:
Contact Phone Number:

Curriculum:
Course Year:

Major:
GPA:

Programme:
Community Partner:
Internship Project/Topic:

Personal Statement

a. What would you like to learn from
As a real-world
know
because
b. What are your strengths and weaknesses
One of my
quality
am always
standards
c. Which skills do you want to develop
Through
field.
work
experience
environment

Language Skills

Spoken English:
Written English:
Spoken Cantonese:
Spoken Putonghua:
Written Chinese (Traditional):
Written Chinese (Simplified):
Others:
- Korean

IT Skills

I am capable of using Microsoft Office. (Word, Excel, Powerpoint)

Other Skills

I can play the ukulele. I had been a part of the basketball team.

Awards/Scholarships

Date(MM/YYYY)

10/2013
04/2014
04/2014

Award

Interim Photography Award
National Honors Society
Service Award

Exchange Studies

N/A

Relevant Work Experience (including Voluntary work)

Experience 1:

Date(MM/YYYY)
Name of Organization
Position:
Duties:

English Teacher

In my class, I have organized many service trips. In these trips several times I have taken the students to the school.

Experience 2:

Date(MM/YYYY)
Name of Organization
Position:
Duties:

Music Teacher

On this trip, I have taught music to poor children in rural areas. The children really enjoyed it and their English improved.

Relevant Extracurricular Activities

Activity 1:

Date(MM/YYYY)
Name of Organization
Position:

President

Font should always be legible and professional. No cursives!

Physical address needs to be included.

Britney Brinker

Email: britneybombshellbrinker@myemail.com | Phone: 222.222.2222

No pictures please!

Objective
Motivated business professional in pursuit of a full-time career.

Summary
Ability to establish priorities, work independently and execute complex projects. Highly developed organizational and time management skills. Excellent working diplomatically and collaboratively with all levels of management. Adaptable to changing work environments in academic, government and business institutions.

Education
Bachelors of Business Administration
Jones School of Business, University of Learning, Learning Pennsylvania
Expected Graduation: December 2012

Work Experience

Keller & Keller CPA Accounttown, Pennsylvania January 2011 – December 2012
Accounting Intern

- Worked on project to help 3 major companies prepare for FCC filing
- Reviewed books for 10 smaller companies
- Learned a great deal about accounting in practice

USmile Dental Smiletown, Pennsylvania January 2011 – December 2012
Office Assistant

- Answered phones
- Filed client forms
- Booked appointments

Burger Tzar Burgertown, Pennsylvania January 2008 – December 2010
Cashier

- Took customer orders
- Helped manager with inventory
- Trained other cashiers

Email address must be professional. No nicknames.

This summary and objective are better suited for a cover letter. Especially because this resume is over the 2 page limit.

Include major.

Should better sell the accounting experience. Explain the project and your contributions to it. What is FCC? Explain that. Are there any quantifiable metrics that could be included?

This sounds too remedial. Include why these tasks were important to the business and the value you brought to the table.

Does this really need to be included? What does this have to do with accounting? Get rid of it!

What's so bad about it?

ACCOMPLISHED, DECICATED MENTOR LIAISON*Mentoring / Case Management / Client Relations*

Accomplished Mentor Liaison who is skilled in all aspects of case management including mentoring, interviewing, evaluation, assessment and individual counseling. Strong experience in working with clients of all ethnic and demographic backgrounds. Known and respected for being a proven leader with excellent communication and interpersonal skills who effectively collaborates and fosters quality relationships with all levels of staff. Keys strengths include:

- ♦ Staff Management & Development
- ♦ Organizational Skills
- ♦ Client Relations
- ♦ Mentoring
- ♦ Case Management
- ♦ Assessment
- ♦ Evaluation
- ♦ Communication Skills

What's good about it?

PROFESSIONAL EXPERIENCE

Liaison - Department of Children and Family Service, Torrance, California, September, 2006 – Present

- Responsible for identifying youth from the Torrance office to participate in the mentoring program.
- Provide orientation and assessment, pre match training, and activities for the Mentee's in the Torrance office.
- Plan and coordinate Mentee/Mentor activities for the youth in the Torrance office.
- Work closely with the LEAP unit (Emancipation) in coordinating events, activities and services associated with the mentoring section. Events included Chivas event (Soccer), Bowling event, Long Beach Aquarium event, Universal Studios, Clippers event, Firefighters Orientation and Mentee/ Resource Family Orientation.
- Coordinate and attend events with Impacting Hearts Youth Club (South Bay) and attend weekly meetings that involve DCFS children with Impacting Hearts.

Acting Supervisor - Department of Children and Family Service, Torrance, California, June, 2006 – March, 2007

- Training Supervisor of a family reunification, family maintenance unit.
- Assisted in training new CSW's on policy and procedures of the Department.

Star Community Liaison - Department of Children and Family Service, Torrance, California, January, 2006 – May, 2006

- Referred youth from the Torrance office for mental health services.
- Educated therapists of departmental policy and procedures.
- Out Stationed at Star View Community Mental Heath Services (one day a week) for a period of six months.

Acting Supervisor – Department of Children and Family Service, Torrance, California, January, 2006 – June, 2006

- Ensured cases received the appropriate services and were transferred in a timely manner.
- Created a tracking system that determined the date cases entered, stayed and was transferred out of the unit in order to maximize time and productivity.



Now, put it in practice.

Use **6 minutes** to work on these 3 guiding questions for ***Personal Statement***:

1. What would you like to learn from the internship programme? (aspiration)
2. What are your strengths and weaknesses? (job-fit and development areas)
3. Which skills do you want to develop? (expand repertoire)

Use **1 minute** to share with your partner

Within **2 minutes**, let your partner to give you feedback on how the Personal Statement can be refined or stood out.



Now, put it in practice.

Use **6 minutes** to work on your **Achievement Statements** (*results demonstrating through your job duties*):

Use **1 minute** to **share** with your partner

Within **2 minutes**, let your partner to give you feedback on how the Achievement Statements **can be refined or stood out**.

Verb in
past tense

+

subject or
a task

+

action

+

quantitative or
qualitative results

E.g.

- Led a team of five to test run a client database within two weeks that resulted in good marketing adaptation
- Successfully ran creative programs for children aged 4-6 and taught them expressiveness through painting and storytelling

Don't

- make it too fancy – e.g. put your picture, use artistic font styles, make unnecessary embroidery or colors, unique stationary
- cluster too much info on each page
- make your resume content unproportional
- fake information that never exist
- copy from others
- make spelling mistakes
- write poor English/Chinese
- make run-on sentences
- use 'I' language
- use too many different fonts
- use nicknames or weird combo in your email address
- put on sensitive info on your social media

Do

- Spend time constructing each item especially your Personal Statement and each Achievement Statements
- Spelling and grammar checks
- Devise a core version and adjust for each job application
- Always keep your resume concise and precise – 1-2 page maximum
- Think of how you being in the role made the difference
- Include your contact information – mobile number, email address, whatsapp/wechat, skype, linkedin
- Include references if available and confirm with your reference contacts ahead of time
- Ensure each content area is proportional – e.g. more on latest job experience, less on previous
- Be authentic and original



Why is first
impression
so
important?

Don't

- be late
- dress up inappropriately
- use your mobile after you step into the door
- ask questions before addressing questions from your potential employer
- negotiate on terms
- lay out your scripts
- be arrogant
- be shy
- slack in your chair
- chew gum or bring your own drinks
- try to be smart

Do

- be 15 minutes early / set up Skype or intercom early
- dress appropriately
- only use your mobile for last minute check
- attend to your calls!
- observe the surroundings and the people
- drink enough water and go to the bathroom before you attend to interviews
- bring your resume/CV
- make a firm handshake
- be enthusiastic but not overly enthusiastic
- be authentic and natural
- be curious
- be business savvy, professional and succinct
- sit straight
- you can drink water or take a deep breath when you start to get nervous
- Be confident
- Be polite
- Smile often
- Be grateful and thank your interviewer(s)



One person be the interviewer and one be interviewee

Interviewer will pick three questions to ask the interviewee. Take note of what he/she answered. (5 min)

Interviewee expresses how you feel about the interview (1 min)

Interviewer gives feedback (1 min)

Swap

Now, put it in practice.

Frequently asked questions

1. Tell me about yourself
2. What do you know about our company?
3. Why are you interested in our company / this role you applied?
4. What are your greatest strengths? Weaknesses?
5. Describe a difficult situation you were in recently and how you tackled it.
6. Where do you see yourself in 5 years of time?
7. How would you resolve a work conflict?
8. What is your work style?
9. How do you handle stress?
10. Why should we hire you?
11. What is your greatest accomplishment?
12. What is your dream job?
13. How would you work with people different from your age/style?
14. If you encounter your manager or colleague who broke the company policy, what would you do?
15. What salary are you looking for?
16. What questions do you have for me?

**"What are you most passionate about?
Using the whiteboard, explain to me the
process of how it works."**

Brendan Browne, Head of Recruiting, LinkedIn



Your skills don't seem to match with what the job requirements.

What is your greatest weakness?

What was the greatest mistake you made?

Do you like challenges?

What would you consider when you need to raise a critical question?

Are you a team leader or a team player?

How many five-dollar coins will it take to build an IFC tower?

What makes you angry?

What would be the best candidate for this job?

What would your mom/enemy say about you?

Why are you not able to find a job in six months?


What do you think about Donald Trump?

What do you think about Lam Cheng's rumor on God's calling for election?

What does your career rank in your priorities?

Where is the happiest place on earth?

Many Millennials are being criticized by the Babyboomers or Gen X that they are too individualistic. What do you have to say about that?

- 
- Success is a long road. Your first job is just the beginning
 - Your presentation is your personal brand
 - Don't be a jerk. Be humble and professional
 - Keep your resume 1-2 pages in total
 - Keep your messages succinct
 - Prepare carefully and thoroughly
 - Use common sense
 - Be focused, succinct and natural
 - Be grateful and hopeful
 - Be confident

connie@radixasia.com
www.radixasia.com

Situation Wanted, Women

98

Artists



MOTHER OF THREE - 10, 11 & 15 -
DIVORCÉE. AMERICAN. THIRTY
YEARS EXPERIENCE AS AN
ACTRESS IN MOTION PICTURES. MOBILE
STILL AND MORE AFFABLE THAN RUMOR
WOULD HAVE IT. WANTS STEADY EM-
PLOYMENT IN HOLLYWOOD. (HAS HAD
BROADWAY.)

Bette Davis, c/o Martin Baum, G. A. C.
REFERENCES UPON REQUEST.

Variety (6)

1962

9-24-1962