



SkillScan Drive Fundamentals: Optimize Drive with Clients in Transition

October 19, 2023

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President/Developer



Agenda

- Drive Transferable Skills Assessment
- Common Transitioner Challenges
- Career Assessment Framework
- Mini Case Studies - Report Review Tips
- Scoring
- Drive Deliverables



The Drive Assessment

A comprehensive online transferable skills assessment

Designed to provide:

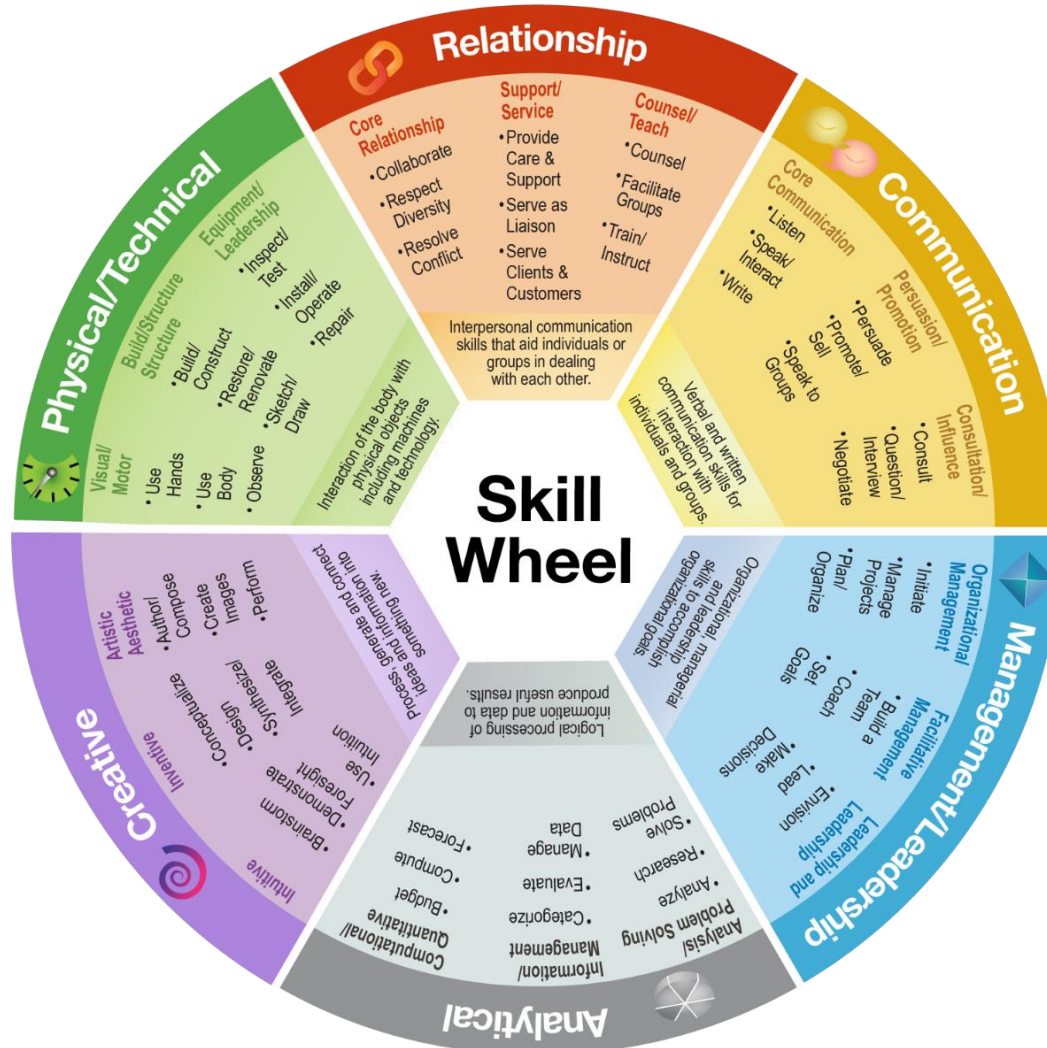
- Insight into skills the client enjoys and are motivated to use and develop
- Language of strengths
- Bridge for transferring skills to new options
- Suggested career options and developer activities
- Platform of strengths for self-marketing; resumes and interviews



Enhanced personal clarity & confidence

Drive Categories, Skill Sets and Skills

The Skill Wheel provides a comprehensive picture of how the 54 skills make up the whole.

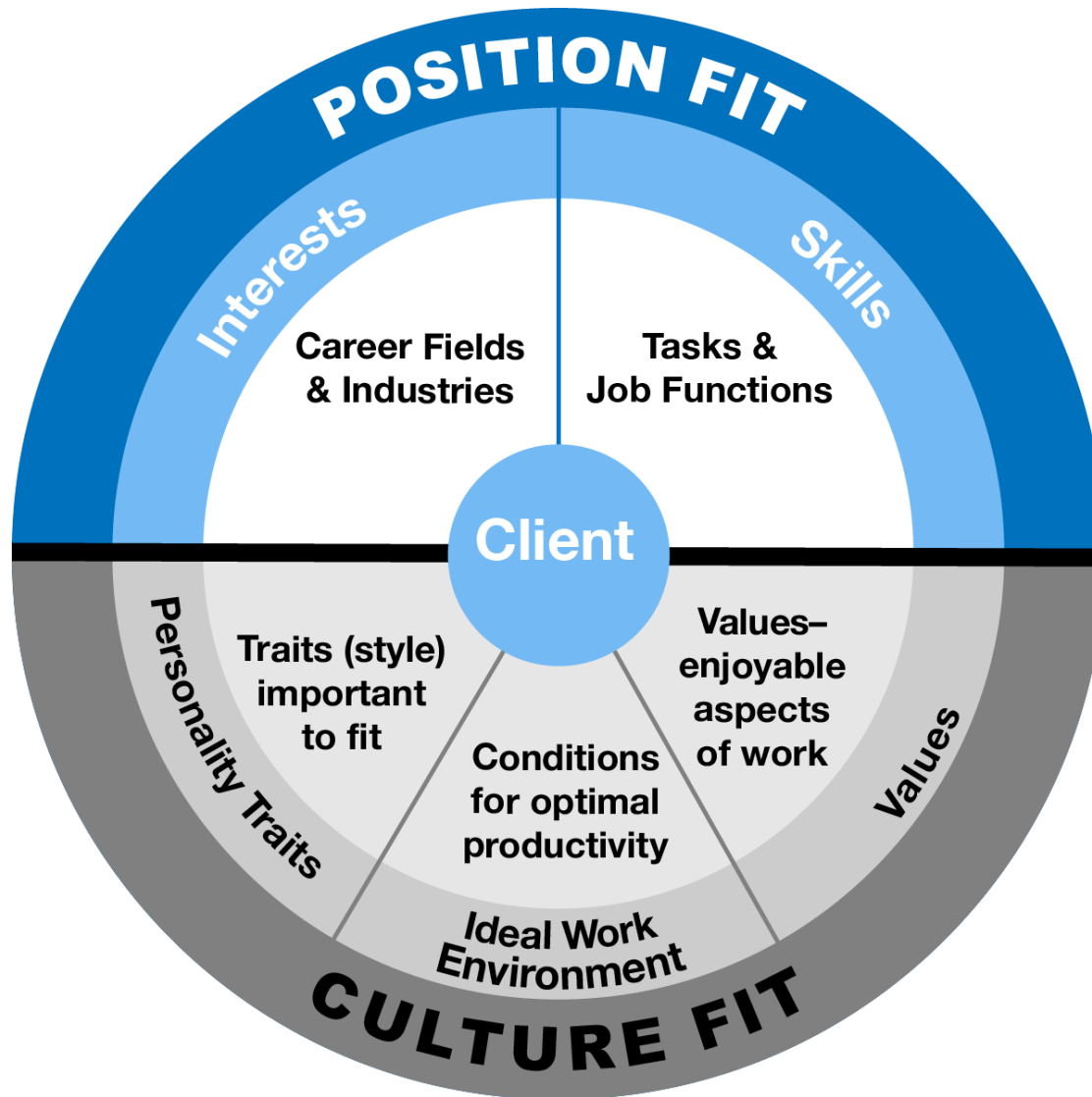


Common Transitioner Issues

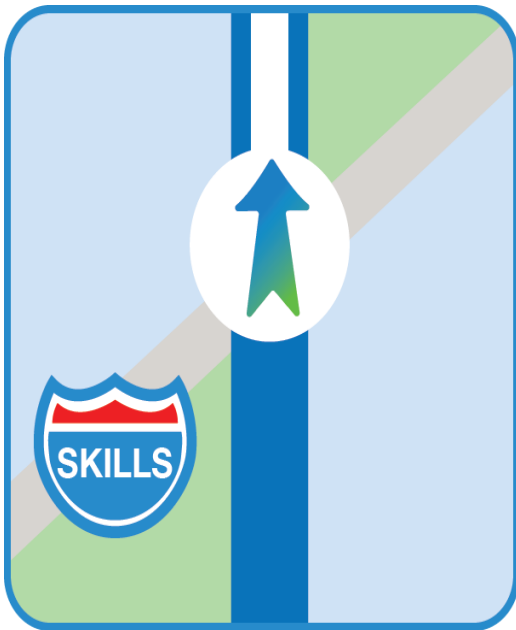
Context: Time, Money, Motivation & Family Constraints

Motivators	Mindset Challenges
<ul style="list-style-type: none">• Laid off / Industry downturn• Skill misalignment• Burnout / stress• Seek greater meaning / new challenges• Culture misfit – Boss, Peers, Environment• Boredom – work has become routine	<ul style="list-style-type: none">• Self-doubt - Is it too late?• Overwhelm – where to start• Extensive—experience (starting over)• Earning less• Making a wrong choice• Don't see other options – limited by domain expertise• Change in lifestyle, impact on the family....

Career Assessment Framework



Enter your response in the Zoom chat



How do you evaluate a transitioning client's need for skills assessment?

Mini Case Study: Yvonne

Laid off Researcher



Background	Process	Outcome
<ul style="list-style-type: none"> - 8 years in plant research - BS Biological Sciences - Progressed from RA 1 to RA 2 to Senior Research Associate with project management responsibilities - Likes the work but concerned about future growth - no interest in getting a graduate degree - Goal: Stay in research or explore other job functions in her field. 	<ul style="list-style-type: none"> - Learned about her various roles and tasks; likes, dislikes, successes, dissatisfiers and other career options of interest - Offered SkillScan Drive to assess her skill preferences - In-depth review of her Drive results and enjoyable tasks <p>Homework: Conduct research on options in her field; clinical research coordination, project and program management</p>	<ul style="list-style-type: none"> Evaluated clinical research coordination positions with her SkillScan results Conducted a couple of informational interviews Helped her create a targeted hybrid resume Practiced interview questions Landed a clinical research coordination role



Meeting Preparation

Preview the report

- What skills/strengths were communicated in your initial discussion. Are they reflected on the report?
- Note disconnects with what you know about them and ask questions, e.g., many low skill scores, only a couple of high scores (12's)

Warm-up Questions

- Tell me what it was like to take the assessment?
- What did you learn from the results?
- What confirms what you already know?
- Any surprises?



Personal Skill Chart

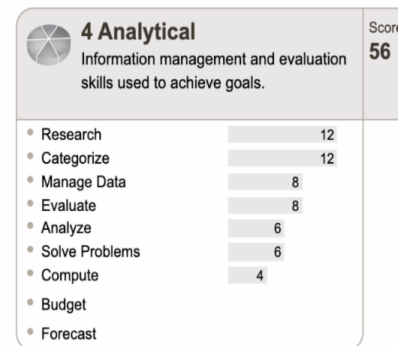
The chart displays your skill results in the six skill categories in order of the highest score to the lowest score. Category scores are the sum of the individual skill scores. Within each category, individual skills are listed by the ratings you gave on proficiency and importance levels.

*Scoring key below



Yvonne's Personal Skill Chart

Detail for Top 4 Skill Categories and Individual Skills



Note: Scores of 2 or lower are not included

Detail for Lowest 2 Skill Categories and Individual Skills



5 Physical/Technical

Physical skills used to interact with machines, technology, and the environment.

Score
36

• Use Hands	12
• Observe	6
• Inspect/Test	6
• Repair	4
• Restore/Renovate	4
• Use Body	4
• Install/Operate	
• Build/Construct	
• Sketch/Draw	



6 Creative

Idea formation skills for creating something new or solving problems.

Score
28

• Conceptualize	8
• Synthesize/Integrate	6
• Brainstorm	6
• Use Intuition	4
• Create Images	4
• Design	
• Demonstrate Foresight	
• Author/Compose	
• Perform	

	12 = High Proficiency	9 = High Proficiency	8 = Moderate Proficiency	6 = Moderate Proficiency	4 = Moderate Proficiency
Score Key	High Importance	Moderate Importance	High Importance	Moderate Importance	Low Importance

DRIVE™

Skill Set Portfolio

The Skill Set Portfolio groups your individual skills into “Skill Sets” within your top 4 Skill Categories. Skill Sets describe your specific strengths used to perform common work tasks and functions.

Explore roles and careers that optimize your Skill Sets. Also, highlight your Skill Sets in resumes and interviews.



Yvonne’s Skill Set Portfolio

Skill Set Themes	Your Skill Sets	Skill Category
Core Relationship Enjoy developing and maintaining positive working relationships with individuals and groups.	12 Collaborate 12 Respect Diversity 4 Resolve Conflict	Relationship Interpersonal skills that directly aid individuals/groups to work together.
Support/ Service Like working with individuals and groups to meet needs, solve problems and enhance satisfaction.	12 Serve as Liaison 12 Provide Care & Support 4 Serve Clients & Customers	
Counsel/ Teach Value educating, developing and guiding people to reach personal and professional goals.	9 Counsel 9 Train/Instruct 9 Facilitate Groups	
Organization Like initiating, structuring and carrying out steps to accomplish objectives.	12 Manage Projects 12 Plan/Organize 6 Initiate	Management/Leadership Organizational, facilitative, and leadership skills used to accomplish goals.
Facilitative Management Enjoy engaging and motivating individuals and groups to attain goals.	12 Set Goals 6 Build a Team 6 Coach	
Core Communication Like interacting and exchanging information with people to enhance understanding.	9 Listen 9 Speak/Interact 6 Write	Communication Verbal and written communication skills used for interaction.

DRIVE

Career Guides

Drive provides you with a career guide of suggested career and educational options for each of your top Skill Sets. Skill Sets are specific strengths within your top categories. Most careers use a variety of Skill Sets. To optimize your career exploration:

- Prioritize the Skill Sets that are most rewarding to you.
- Use the Expanded Guide to research and evaluate the most appealing options.



Yvonne's Career Guide Snapshot

Career Guide Snapshot

<p>Core Relationship Skill Set</p> <p>Enjoy developing and maintaining positive working relationships with individuals and groups.</p> <p>12 Collaborate 12 Respect Diversity 4 Resolve Conflict</p>	<p>Career Options</p> <ul style="list-style-type: none"> • Case Management • Customer Service • Diversity Management • Health Education • Mediation • Student Services 	<p>Educational Options</p> <ul style="list-style-type: none"> • Business Administration • Communications • Criminal Justice • Health Sciences • Political Science • Psychology <p>Expanded Guide ></p>
<p>Support/ Service Skill Set</p> <p>Like working with individuals and groups to meet needs, solve problems and enhance satisfaction.</p> <p>12 Serve as Liaison 12 Provide Care & Support 4 Serve Clients & Customers</p>	<p>Career Options</p> <ul style="list-style-type: none"> • Community Development • Customer Service & Sales Support • Employee Relations • Librarians • Rehabilitation • Social Work 	<p>Educational Options</p> <ul style="list-style-type: none"> • Business Administration • Communications • Education • Food & Lodging Management • Library Science • Pre-Law • Social Science <p>Expanded Guide ></p>
<p>Counsel/ Teach Skill Set</p> <p>Value educating, developing and guiding people to reach personal and professional goals.</p> <p>9 Counsel 9 Train/Instruct 9 Facilitate Groups</p>	<p>Career Options</p> <ul style="list-style-type: none"> • Adult Education • Career & Personal Counseling • Health Education • Speech Therapy • Social Work • Youth Development 	<p>Educational Options</p> <ul style="list-style-type: none"> • Adult Education • Business Management • Communications • Health Education • Psychology • Social Science <p>Expanded Guide ></p>
<p>Organization Skill Set</p> <p>Like initiating, structuring and carrying out steps to accomplish objectives.</p> <p>12 Manage Projects 12 Plan/Organize 6 Initiate</p>	<p>Career Options</p> <ul style="list-style-type: none"> • Emergency Management • Event Management • Facilities Management • Student Services • Volunteer Coordination 	<p>Educational Options</p> <ul style="list-style-type: none"> • Business Administration • Construction Management • Operations Management • Health Education • Psychology <p>Expanded Guide ></p>
<p>Facilitative Management Skill Set</p> <p>Enjoy engaging and motivating individuals and groups to attain goals.</p> <p>12 Set Goals 6 Build a Team 6 Coach</p>	<p>Career Options</p> <ul style="list-style-type: none"> • Athletics & Sports Coaching • Emergency Management • Counseling & Guidance • Labor Relations • Product Management 	<p>Educational Options</p> <ul style="list-style-type: none"> • Business Administration • Human Resources Management • Marketing & Sales • Occupational and Physical Therapy • Physical Education <p>Expanded Guide ></p>

Yvonne's Expanded Guide - Organization



Expanded Career Guide

This guide organizes career and educational options by career fields that use your Skill Sets in a prominent way. Conduct research on 3 to 5 interesting jobs on this list.

↓ [Download this page](#)

Organization
Like initiating, structuring and carrying out steps to accomplish objectives.

12	• Manage Projects
12	• Plan/Organize
6	• Initiate

Organization – Sampling of Career Options

Business & Finance

- Construction Management
- Development/Fundraising
- Event & Conference Management
- Facilities Management
- Human Resources; Training & Development
- Marketing Coordination
- Non-profit Management
- Office Management
- Production/Operations
- Product Management
- Project Management
- Purchasing & Distribution
- Real Estate/Property Management
- Supply Chain Management

Education, Training & Library

- Distance Learning
- Educational Administration
- Instructional Design
- Instructional Coordination
- Program Development & Management
- Recreation
- Special Education
- Student Services
- Teaching (primary, secondary, technical, college)

Government, Law & Public Services

- Administration & Management
- Campaign Management
- Community & Economic Development
- Emergency Management
- Parks and Recreation
- Public Health Administration
- Social Service Management

Health Science, Support & Medicine

- Clinical Research Coordination
- Fitness & Wellness Instruction
- Healthcare Support; Medical, Dental, Optometric, Pharmacy Assisting, etc.
- Health Education
- Health Technologists; Radiologic, Respiratory, etc.
- Home Health Care
- Nursing
- Program Management
- Volunteer Management

Hospitality and Tourism

- Adventure Tourism
- Amusement Park Management
- Catering, Food & Lodging Management
- Convention Services Management
- Theme Park Management
- Tour Coordination & Operation
- Transportation Attendants; Flight Attendants

Arts, Design & Entertainment

- Arts Management; Visual, Performing, Music, etc.
- Event Management
- Fundraising & Development
- Museum Management
- Program Management
- Publishing/Production Coordination
- Sports Management

Skill Development

This report displays your high potential skills (moderate proficiency and high importance scores of 8) in priority order. Use this sampling of development suggestions to prompt your own personalized ideas. Create an action plan and timeline to track your skill development.

Skill	Skill Development and Training Suggestions
<p>Manage Data</p> <p>Collect and work with data using proper methods and technologies.</p>	<ul style="list-style-type: none"> Evaluate a current data management system, including what information is kept, why, and for how long. Identify inefficient practices and constraints. Make recommendations for improvement. Learn about efficient storage and effective retrieval. Familiarize yourself with data and information management software. Take classes on records management, database management, intranet applications, or groupware tools.
<p>Evaluate</p> <p>Assess the value of a service, product, or an idea.</p>	<ul style="list-style-type: none"> Take a step back and devise a plan, include your objective, a timeline, resources, and appropriate support and involvement from others. Remember that evaluation is a process. Determine the criteria and standards to use in evaluating the program, product, or service. Identify someone who has experience with service or product evaluation, and have them share the strategies they use with you. Do as much testing as possible of a new service, product, or idea. Get feedback from others.
<p>Conceptualize</p> <p>Develop new ideas, methods or assumptions.</p>	<ul style="list-style-type: none"> Invest quality time to focus on a topic of interest to you. Gather and study information from a variety of sources to form a coherent picture. Identify the key elements under study and diagram the information into a framework, model, picture or infographic that illustrates the key connections. Learn and practice the process of mind mapping. Mind maps present ideas in a non-linear manner, and provide a holistic approach for making connections and seeing an overall pattern. Practice blending two distinct ideas together to generate a new idea. This is called "conceptual blending". For example the Reese Peanut Butter Cup was a result of combining chocolate with peanut butter.

Yvonne's Skill Development Report

Yvonne Henderson

y.henderson@gmail.com

(510) 517-5959

San Lorenzo, CA

www.linkedin.com/in/YvonneHenderson

SUMMARY

Dedicated researcher and project coordinator with 8 years of experience in plant sciences. Strengths in organizing, managing and implementing projects and experiments with attention to detail and excellent follow-through. Resourceful in solving problems that resulted in increased efficiency and effectiveness in executing experiments. Bring strong collaboration and teamwork skills to enhance group productivity and deliver timely results.

EXPERIENCE

Axis Biological Solutions

Dedicated to using science-driven methods to help enhance plant productivity and yield

Senior Research Associate

July 2017 - October 2019 | Hayward, CA

Project Management

- Planned all phases of experiments from plant growth to data collection over an eight-week period
- Collaborated and coordinated with several teams, including analysis, chemistry, and lab service teams to ensure experiments and materials are in place for project completion within the timeframe
- Increased efficiency and decreased workplace injuries by coordinating communications between team members and project planning to distribute workload
- Created Wiki pages for documentation of data, results, reports, and images for use in presentations
- Utilized LIMS database to track up to 32 compound samples and over 500 individual plants and measurements for the analysis team to create reports for product review meetings

Problem Solving and Administration

- Reduced lab expenses by identifying new experimental methods to avoid excess and wasted materials
- Created and revised SOPs for new and current projects, equipment, and specific duties that identified safety and hazard concerns. Analyzed key data that led to improved methods for achieving repeatable outcomes
- Established and led weekly logistics meetings to assist team in preparation and planning of weekly experiments
- Ordered and maintained supply inventory which resulted in smooth and effective execution of experiments
- Trained one direct report to perform day-to-day tasks and safety protocols. Mentored him on the company culture
- Participated in phone and in-person interviews to screen and hire research associate positions for the team

Research and Process Improvement

- Researched ideas and methods from scientific literature and developed new assays that validated the evaluation process of our compounds and products
- Tested and implemented improved watering schedules and tools used to grow more consistent and robust plants
- Created two simple organizational tools that improved the efficiency and reliability of results

Personal Skill Chart

Report Review Tips

Review Client Preferences

Focus on the top categories and validate for accuracy.

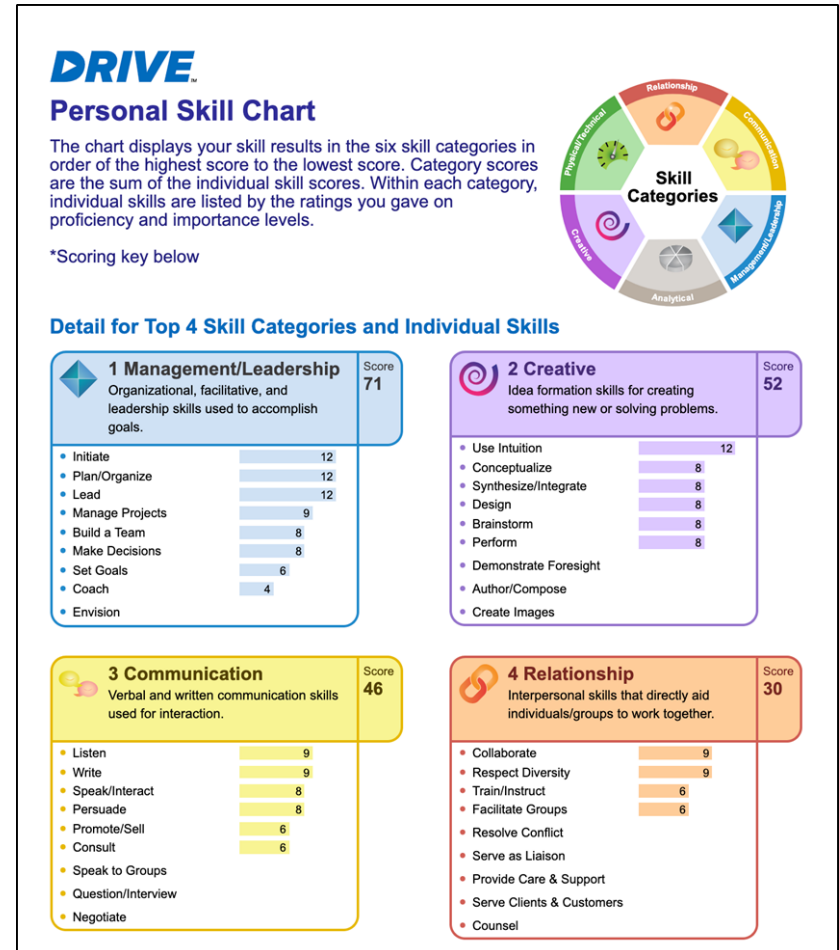
Category Scores:

- High – 70 – 80+
- Moderate – 50 – 60's
- Low – under 50

Point out high skill scores (12's and 9's) – ask for examples of how these skills were use in an enjoyable context.

Discuss:

- How do the top categories and highest scoring skills align or not with their current/recent work?
- How does the alignment or lack of affect them?
- Point out any high scores in the bottom two categories and ask how they are used in work or other areas of their life





Q & A

Mini Case Study: Margo

Re-entry



Background	Process	Outcome
<ul style="list-style-type: none"> - Entering the job market after 10 years – 2 kids in middle school - BA Degree and JD <p>Experience: 10 years - HR Generalist in the hotel biz, Quality of Life Manager for a tech company & PT legal work</p> <ul style="list-style-type: none"> - Extensive volunteer work for Parent/Teacher Organization <p>Goal – find a part-time job that optimizes her skills and preferences</p>	<ul style="list-style-type: none"> - Conducted a complete self-assessment process; interests (Holland), Values, Skills and Work Environment - Researched a variety of career options from brainstorming and Career Guides (SkillScan Drive) - Jobs included events management, admin role in education, non-profit management, fundraising, etc. - Selected a job target to develop a resume and cover letter 	<p>Developed a list of accomplishments</p> <p>Created a hybrid resume to highlight her transferable skills for an events manager position</p> <p>Waited until Covid was over before starting a job search</p> <p>Within a year, landed a part-time administrative job at a high school</p>



Personal Skill Chart

The chart displays your skill results in the six skill categories in order of the highest score to the lowest score. Category scores are the sum of the individual skill scores. Within each category, individual skills are listed by the ratings you gave on proficiency and importance levels.




*Scoring key below


Detail for Top 4 Skill Categories and Individual Skills

Margo's Personal Skill Chart

 1 Relationship		Score 94																	
Interpersonal skills that directly aid individuals/groups to work together.																			
<ul style="list-style-type: none"> Collaborate Resolve Conflict Respect Diversity Serve as Liaison Serve Clients & Customers Facilitate Groups Counsel Train/Instruct Provide Care & Support 	<table border="0"> <tr><td>12</td><td>12</td></tr> <tr><td>12</td><td>12</td></tr> <tr><td>12</td><td>12</td></tr> <tr><td>12</td><td>12</td></tr> <tr><td>12</td><td>12</td></tr> <tr><td>12</td><td>12</td></tr> <tr><td>8</td><td>8</td></tr> <tr><td>8</td><td>8</td></tr> <tr><td>6</td><td>6</td></tr> </table>	12	12	12	12	12	12	12	12	12	12	12	12	8	8	8	8	6	6
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 2 Communication		Score 81															
Verbal and written communication skills used for interaction.																	
<ul style="list-style-type: none"> Listen Write Consult Question/Interview Negotiate Speak/Interact Persuade Speak to Groups Promote/Sell 	<table border="0"> <tr><td>12</td><td>12</td></tr> <tr><td>12</td><td>12</td></tr> <tr><td>12</td><td>12</td></tr> <tr><td>12</td><td>12</td></tr> <tr><td>12</td><td>12</td></tr> <tr><td>9</td><td>9</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>6</td><td>6</td></tr> </table>	12	12	12	12	12	12	12	12	12	12	9	9	6	6	6	6
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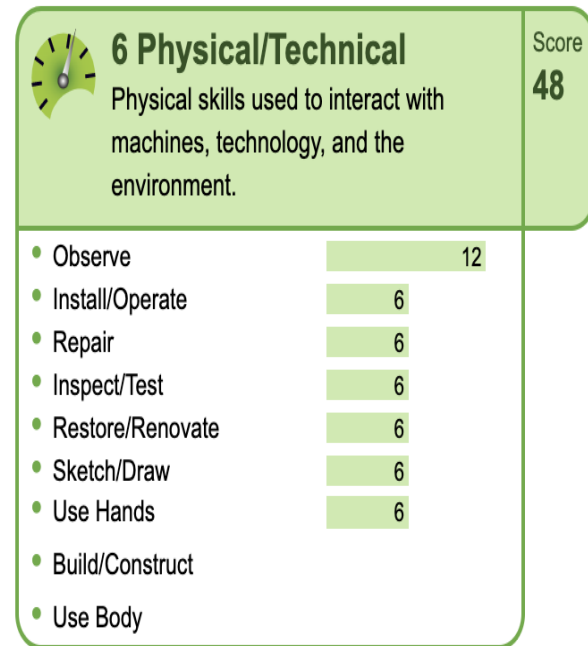
 3 Management/Leadership		Score 78																	
Organizational, facilitative, and leadership skills used to accomplish goals.																			
<ul style="list-style-type: none"> Initiate Plan/Organize Build a Team Manage Projects Coach Make Decisions Set Goals Envision Lead 	<table border="0"> <tr><td>12</td><td>12</td></tr> <tr><td>12</td><td>12</td></tr> <tr><td>12</td><td>12</td></tr> <tr><td>8</td><td>8</td></tr> <tr><td>8</td><td>8</td></tr> <tr><td>8</td><td>8</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>6</td><td>6</td></tr> </table>	12	12	12	12	12	12	8	8	8	8	8	8	6	6	6	6	6	6
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 4 Analytical		Score 72																	
Information management and evaluation skills used to achieve goals.																			
<ul style="list-style-type: none"> Solve Problems Categorize Analyze Manage Data Compute Research Evaluate Budget Forecast 	<table border="0"> <tr><td>12</td><td>12</td></tr> <tr><td>12</td><td>12</td></tr> <tr><td>8</td><td>8</td></tr> <tr><td>8</td><td>8</td></tr> <tr><td>8</td><td>8</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>6</td><td>6</td></tr> </table>	12	12	12	12	8	8	8	8	8	8	6	6	6	6	6	6	6	6
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Margo's Personal Skill Chart

Note: Scores of 2 or lower are not included

Detail for Lowest 2 Skill Categories and Individual Skills



Margo's Skill Set Portfolio

DRIVE™ Skill Set Portfolio

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Explore roles and careers that optimize your Skill Sets. Also, highlight your Skill Sets in resumes and interviews.



Skill Set Themes	Your Skill Sets	Skill Category
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<p>Support/ Service Like working with individuals and groups to meet needs, solve problems and enhance satisfaction.</p>	<ul style="list-style-type: none"> 12 Serve as Liaison 12 Serve Clients & Customers 6 Provide Care & Support 	
<p>Consultation Value collaborating with others to identify problems and develop effective solutions.</p>	<ul style="list-style-type: none"> 12 Consult 12 Question/Interview 12 Negotiate 	<p>Communication Verbal and written communication skills used for interaction.</p>
<p>Core Communication Like interacting and exchanging information with people to enhance understanding.</p>	<ul style="list-style-type: none"> 12 Listen 12 Write 9 Speak/Interact 	
<p>Organization Like initiating, structuring and carrying out steps to accomplish objectives.</p>	<ul style="list-style-type: none"> 12 Initiate 12 Plan/Organize 8 Manage Projects 	<p>Management/Leadership Organizational, facilitative, and leadership skills used to accomplish goals.</p>
<p>Intuition Value relying on feelings and perceptions to form insights.</p>	<ul style="list-style-type: none"> 12 Brainstorm 12 Use Intuition 6 Demonstrate Foresight 	<p>Creative Idea formation skills for creating something new or solving problems.</p>



Expanded Career Guide

This guide organizes career and educational options by career fields that use your Skill Sets in a prominent way. Conduct research on 3 to 5 interesting jobs on this list.

↓ [Download this page](#)

 **Core Relationship**

Enjoy developing and maintaining positive working relationships with individuals and groups.

12	Collaborate
12	Resolve Conflict
12	Respect Diversity











Margo's Expanded Career Guide

Core Relationship – Sampling of Career Options












Business & Finance

- Business Development 
- Customer Service & Support 
- Diversity Management 
- Human Resources; Employee Relations 
- Investor Relations 
- Labor Relations 
- Marketing & Sales 
- Public Relations 
- Training & Development 









Education, Training & Library

- Adult Education 
- Counseling & Guidance 
- Distance Learning 
- Educational Administration 
- Librarians 
- Special Education 
- Student Services 
- Recreation 
- Teaching (primary, secondary, technical, college) 
- Vocational Education 







Government, Law & Public Services

- Affirmative Action Officers 
- Community Development 
- Community Relations 
- Emergency Management 
- Law Enforcement/Security 
- Foreign Service Officers 
- Legal Services; Adoption, Family Law 
- Mediation 
- Parks and Recreation 
- Probation/Corrections 
- Social Service Workers 

Health Science, Support & Medicine

- Geriatrics 
- Health Education 
- Healthcare Support; Medical, Dental Assisting, etc. 
- Therapeutic Services; Nutrition, Physical, Occupational Therapies 
- Mental Health Support 
- Nursing 
- Patient/Member Services 
- Rehabilitation Services 

Human & Community Services & Non-profits

- Case Management 
- Childcare Services 
- Career & Personal Counseling 
- Clergy/Ministry 
- Eldercare Services 
- Human Service Workers 
- Probation/Corrections 
- Social Work 
- Vocational Rehabilitation 
- Volunteer Management 

Hospitality and Tourism

- Catering, Food & Lodging Management 
- Tour Planning & Leadership 
- Transportation Attendants; Flight Attendants 

Margo Michaels

303-383-5433 Margo.Michaels@gmail.com

SUMMARY

- Experienced Non-Profit leader with a talent for building relationships and managing volunteers, donors, and community leaders.
- Skilled networker and project manager who excels in bringing people together to accomplish common goals of building community, fundraising, and providing educational opportunities.
- Demonstrated commitment to improving lives of students, teachers, and administrators.
- Reputation for setting and achieving high goals while maintaining diplomacy in working across diverse groups of school, district, city, and business leaders.
- Bring 10+ years of professional Human Resources expertise to a diverse employee population.

VOLUNTEER AND NON-PROFIT MANAGEMENT EXPERIENCE

Parent Faculty Committee (PFC)

VP Communications, Castle Rock Middle School, Walnut, CA, 2020 to present

President, Green Acres Elementary School, Walnut, CA, 2017 to 2019

VP Communications, Green Acres Elementary School, Walnut, CA, 2015 to 2017

People and Organizational Management

- Successfully recruited and led 100+ volunteer parents to raise nearly \$400,000 each year to fund school resource specialists and to provide supplemental educational opportunities.
- Partnered with a diverse team of parents to lead educational and social experiences throughout the school year for 650+ students.
- Created and managed a high-engagement Read-a-thon fundraiser for two years. Increased student participation (55% > 67%) and generated revenue of \$5000 increase year over year.

Communications and Marketing

- Developed written newsletters, marketing, and promotional content; facilitated monthly board meetings; and led small and large group brainstorming and decision-making sessions.
- Regularly presented at large group events (up to 300 people) to educate the community on PFC goals and opportunities. Successfully engaged participants in supporting school efforts.
- Early adopter and administrator of a new marketing outreach tool to enhance parent communication. Developed content for PFA events and activities including product sales, and volunteer recruitment.

New Grove Swim Club, Walnut, CA, 2014 – present

Held a variety of roles; Board President (1 year), Membership Coordinator (3 years), Lifeguard Supervisor (2 years).

- President – Provided leadership and communication with the Board and 200 club members, problem-solved issues such as financing and contracting of tennis court resurfacing.
- Lifeguard Supervisor - Recruited and trained a team of twelve Lifeguards that safeguard swimmers, administer first aid, maintain the pool, and build club community.

- Developed specialized orientation program for first-time lifeguards focused on instilling confidence, responsibility, and effective communication skills in young employees.
- Membership Coordinator – managed new member process from recruitment to new member orientation.
- Key member of Board that reviews and revises annual budgets, payroll, strategic planning, funding of capital expenses, and fundraising.

HUMAN RESOURCES EXPERIENCE

Accentuate Corporation, Bellevue, WA (A technology consulting company with 100+ employees)
Employee Quality of Life Manager, 2006 to 2008

- Managed all aspects of New Employee Onboarding, administered Performance Management and Peer Development Programs, developed and maintained company-wide communication tools; and coordinated employee recognition and celebration activities.
- Revitalized a Peer Development Program focused on identifying and supporting growth opportunities within the company.
- Improved and managed Employee Boot Camp program for all new employees – a two-day program administered 3 times per month and included presentations by company leaders.

Hilton Seattle Hotel, Seattle, WA

Human Resources Manager, (2000 to 2005)

Supervised four person HR team for a 700+ person labor force

- HR Generalist responsible for employee management and labor relations.
- Regularly resolved disciplinary actions and union grievances to the satisfaction of employees, management, and union representatives.
- Planned and executed employee events and activities for up to 700 employees, the annual recognition program, monthly guest service training, and quarterly team building experiences.
- Responsible for meeting all federal and state legal regulations including EEO compliance, FMLA administration, HIPAA regulations, and effectively resolved unemployment claims.

EDUCATION

Gonzaga University, School of Law, Spokane, WA, J.D.

- Admitted to State Bar of California and Washington State Bar Association

University of California, Berkeley Extension, CA, Certificate in Human Resources Management

University of California, Davis, CA, BS in Agricultural Economics

- Emphasis on Business and Human Resources Management

Other Skills:

Proficient in MS Office products including Word, Excel, Powerpoint; G-Suite; Zoom and Google-Meet online meeting platforms; Slack; ADP payroll; Quicken; and administration of non-profit specific software.

Scoring Key

SkillScan Scoring Key	Proficiency (1-3 range)	x	Importance (2-4 range)	=	Scores
Dominant	High (3)	x	High (4)	=	12
Support	High (3)	x	Moderate (3)	=	9
High Potential	Moderate (2)	x	High (4)	=	8
Indifferent	Moderate (2)	X	Moderate (3)	=	6
Burn-out	High (3)	x	Low (2)	=	6
Low Interest	Moderate (2)	x	Low (2)	=	4

*Scores of 2's and lower not reflected in report

Drive Deliverables



A detailed understanding of greatest strengths:

- Makes skills tangible - quantifies a client's gut reaction with numbers, graphs and a color-coded report. May reveal skills client is unaware of.
- Provides descriptive language for self-understanding and communicating strengths in the job search.
- Helps the client reflect and evaluate how their current job aligns with their skills or what needs changing.
- Provides the client with career ideas that match their Skill Sets
- Helps to identify transferable skills within a client's work domain or area of expertise.
- Boosts confidence!



Q & A



Upcoming Trainings

November Office Hours

November 8, 11:00 am PST

- Bring your questions about the new website, client challenges and interpreting a report.

SkillScan Online Fundamentals: Leverage SkillScan for College Students and Early-Career Professionals

November 15, 11:00 am PST



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