

The Development of Pursuing a Career

Russell DeLuca-Kavanagh
Spring 2018 - Graduate Assistant
The Career Center @
Northern Essex Community College
Haverhill, Massachusetts



My Educational Background

- Started 1st course in the CCT Master's program in September 2015; graduating May 2019.
- Obtained a Bachelor degree concentrating in Film & Video at FSU in December 2013.
- Obtained an Associate degree in Media Technology at BHCC in May 2010.
- Graduated from High School in 2004.



My Past Work History



My Current Work



My Internships

- Jan 2018-Present Career Center Graduate Assistant at Northern Essex Community College in Haverhill, MA.
- Sept 2013-Dec 2013 Teachers Aid & Media Arts Studio Intern at Rindge & Latin H.S. in Cambridge, MA.
- Summers 2008-2010 Lab Monitor & Video Editing Assistant at CCTV in Cambridge, MA.
- Sept 2009-Dec 2009 Media Technology Student Intern at Sound and Vision Media in Revere, MA.



NECC Career Center




Debra LaValley -14 years at NECC
Secretary/Administrative Assistant

Noreen Fantasia - B.A. Psychology
Career Center Coordinator/Career Counselor

Ashley Moore - M. Ed. Leadership Organizational
Development, Student Affairs & MST
Director of Academic, Career and Civic Engagement

Lorena Holguin - M. Ed. Higher Ed/Student Affairs
Success and Career Coach



Resume Basics

“I Was Already Aware of”

- Limit Resume to 1 page.
- Use proper tenses-current/present, previous/past tenses.
- Dates need to be in reverse chronological order.
- Be effective with use of space, but no boxes or borders.
- Always proofread and get another person to proofread after.
- Professional Email address and Voicemail.



Resume Basics

“What I have learned”

- Margins should be ½ inch to 1 inch all around.
- Font: 12 inches (exception name and title heading, 14-16 font)
- Avoid Times New Roman, be flashy. Use Cambria, Arial or other Sans Serif etc.
- “References available upon request” should NOT be put on a resume.
- No pictures, frowned upon here in the U.S. unlike in European countries.
- No colors unless intended for application of an art or graphic design position.



Resume Heading

BEFORE

Russell DeLuca-Kavanagh

75 Rice Avenue * Revere, MA 02151 * 781-656-4220 * rdelucakavanagh1@gmail.com

AFTER

Russell DeLuca-Kavanagh

75 Rice Avenue | Revere, MA 02151 | 781-656-4220 | rdelucakavanagh1@gmail.com



Resume: Skills

BEFORE

Professional Skills

- Punctual, hardworking, and passionate strive to become engaged and learn more to succeed within the workplace.
- Excellent communication skills, experience working with large groups as well as initiating high team building attributes.
- Superb attitude and enthusiasm with the ability to work in stressful situations, as well as quick problem solving capabilities.
- Vast experience with diversity including teens, senior citizens, persons with disabilities, international students and cultures.

AFTER

Skills

Great Communication Skills | Team Leader | Problem Solver | Passionate About Education
Vast Experience with Diversity | Microsoft Office Suite | Final Cut Pro 7| DVD Studio Pro 4



Resume: Education

BEFORE

<u>Education</u>	
University of Massachusetts Boston (Boston, MA) M.A. Critical and Creative Thinking	expected 6/19
Fitchburg State University (Fitchburg, MA) B.S. Communications Media Minor Track: Sociology	1/14
Bunker Hill Community College (Charlestown, MA) A.S. Media Technology	6/10

AFTER

Education	
University of Massachusetts Boston — <i>Boston, MA</i> Master of Arts Degree in Critical and Creative Thinking	05/2019
Fitchburg State University — <i>Fitchburg, MA</i> Bachelor of Science in Communications Media	12/2013
Bunker Hill Community College — <i>Boston, MA</i> Associate of Science in Media Technology	05/2010

Resume: ~~Relative~~ Experience

BEFORE

Related Experience

- Orientation Mentor/Interview Committee Member:** Bunker Hill Community College (Charlestown, MA) **6/09-present**
- Train new employees and serve on interview committee in the process of hiring new mentors.
- Guide students throughout enrollment process, as well as during the semester; engaging with extracurricular activities.
- Interim WBCC Radio Advisor:** Bunker Hill Community College (Charlestown, MA) **9/14-12/14**
- Trained disc jockeys on proper use of audio mixers, microphones, and all other radio broadcasting equipment.
- Brought forth insight for events and, and new ideas to the better efficiency of the radio station.
- Responsible to meet at least once a week with the General Manager on current progress and updates.
- General Manager/President/DJ:** WXPL 91.3FM Fitchburg State University (Fitchburg, MA) **4/12-12/12**
General Manager/President/DJ: WBCC Bunker Hill Community College (Charlestown, MA) **1/09-6/10**
- Assembled board members to complete fiscal year budget, plan events and train new DJs. (25-40 per semester)
- Attended weekly meetings with advisors, board members and conducted student club meetings.
- Enforced all elements of the "Program Clock" including "Station IDs" and "PSAs;" live and pre-recorded.
- Radio/TV Broadcast Advisory Board Member:** Medford Vocational Technical High School (Medford, MA) **7/16-present**
- Bring forth insight to keep instructors up to date with equipment, software, and distribution for the benefit of students.
- Production Assistant:** Friends of Cambridge Rindge & Latin Schools (Cambridge, MA) **1/14-6/14**
- Assisted students (grades 9-12) in projects using video equipment, studio lighting, editing and broadcasting.
- Media Arts Studio Intern:** Cambridge Rindge & Latin High School (Cambridge, MA) **9/13-1/14**
- 40-hour weekly assistance to teachers and students and students in television broadcasting, lighting setups, camera operation, and video editing within "Experimental Media" and "Media Journalism" courses.
- Produced scripts, PowerPoints and produced instructional videos with after-school student employees.

Resume: Relevant Experience

AFTER

Relevant Experience

Northern Essex Community College—Haverhill, MA

01/2018-Present

Graduate Assistant

- Construct student resumes to bring forth self-confidence and encouragement in pursuit of jobs.
- Assist career counselors with daily activities and providing a positive environment for students.

Bunker Hill Community College—Boston, MA

06/2009-Present

Advisory Committee Member/New Student Mentor

- Train new employees and serve on committee in the process of hiring new student mentors.
- Guide tours for admissions office and assist academic advisors with advising and registration.
- Assist staff in the student activities office with all student clubs, events and activities on campus.

Bunker Hill Community College—Boston, MA

09/2014-12/2014

Interim WBCC Radio Advisor

- Advised board members efficiency in leadership and in conducting weekly meetings and events.
- Trained students on proper use of equipment and all legal radio broadcasting procedures.

Resume: Other Experience

BEFORE

Other Experience

Production Assistant: Vision to Images Productions (Everett, MA) **7/16-present**

- Brainstorm new ideas to plan for video projects, setting up audio and lighting equipment as well as camera operation.

Audio/Visual Technician: Immediate Connections Inc. (Somerville, MA) **4/16-present**

- Setting up, operating, and breaking down audio/visual equipment for various events around the Boston area.

AFTER

Other Experience

Cambridge Rindge & Latin Schools—*Cambridge, MA* **9/13-6/2014**

Teachers Aid/Production Assistant

- Assisted teachers and high school students in projects using video and audio equipment, studio lighting, editing and broadcasting within “Experimental Media” and “Media Journalism” courses.
- Developed powerpoints and produced instructional videos for after school student employees.

Immediate Connections Inc.—*Somerville, MA* **04/2016-Present**

Freelance Audio/Visual Technician

- Operate cameras synchronously for online students to communicate within the classrooms at MIT.
- Operate video cameras of mock trials at Harvard University for instant distribution to professors.

Informational Interviews

Jennifer Levesque - Academic Coordinator, Writing and English Center

- Framingham State Masters of English Education
- Bachelor's degree in English
- Coordinator of Supplemental Instruction/College Instructor
- Has worked at NECC For 11 years
- Close ties to the career center, offices are side by side.
- "THE HELPFUL HALLWAY"-RDK

Janel D'Agata-Lynch - Coordinator of Civic Engagement, Service Learning, and Community & Adjunct Sociology Professor

- Masters In Social Work, Bachelors of Arts in Sociology
- Coordinates Internships and Volunteer positions
- Vast amount of experience as a social worker, professor/facilitator
- Instructed 2 different courses for alcohol awareness and rehabilitation
- Has worked at NECC for 2 years but has so much diverse experience.
- So well rounded with people of all ages and backgrounds

Informational Interviews



Ariel Chicklis - Coordinator of Orientation and Student Involvement, Assistant Coordinator of Student Activities and Engagement

- Familiar face from Fitchburg, made me feel welcome
- Reminder to give back and work at FSU.
- Orientation over the summer/ asked about position but unsuccessful.
- Masters of Education from UMass Lowell in Higher Education
- So much accomplishments in so little time



Sharon McManus - Staff Assistant, Center for Professional Development

- So Vibrant of a person, so true to heart
- Never seen a more passionate person
- Useful Networking person, was amazed at my background
- Thank you Card - inspiration to do more more
- Spring 2017 Masters in Education from Merrimack College
- “Grow Your Own Leadership Development in Community Colleges”



Informational Interviews



Deborah Regan - Associate Director of the Learning Accommodations Center

- John & Max, I already knew a lot, Kurzweil, Jaws, Voice Over etc
- Audio Books, Never worked, recording-listening while driving or walking.
- ADHD Struggle/ 13-15 yrs, past history of anxiety and depression.
- Part time Staff, Once worked full time for many many years
- Big office, very productive compared to other campuses.

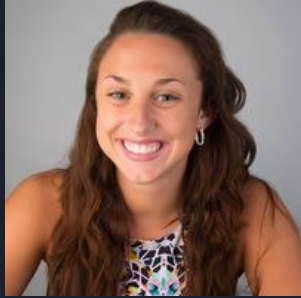


Lindsay Graham - Director of Scholarship, Alumni & Community Relations

- Does not have a masters degree, Northeastern, New California (San Francisco)
- Wanted to be a writer, received bachelors in creative writing
- Came back to hometown to work, prefers it over Boston (same)
- Had children at a young age, different jobs landed in higher ed
- Already has worked on campus for 11 years.



Informational Interviews



Tia Roy - Admission & Enrollment Counselor

- Constant smile - obviously enjoys her job
- Master of Art- Less pay but Uniqueness in CCT
- Very welcoming/first interview
- Student Athlete - very involved
- Intern before being hired



Daniel M. Richer - Director of Recruitment and Admission

- Great Character/sense of humor
- Master of Art-looking towards a bright future
- Diversity experience as student & employee
- One of very few males who work on campus
- Recruitment Breakdown-counselor-high schools

Career Assistance Statistics

PROFESSIONAL RESUMES & HIGHLIGHTS

www.paragonresumes.com/collections/collection/products/premium-resume

- \$79 Resume created within 3 days.
- For 10 days conversation will be made for any changes, concerns, or any further questions you have about the resume or about your experience is all included.
- \$99 FOR RESUME & COVER LETTER!

<https://www.resumewritinggroup.com/prices.html>

- \$89 resume for entry level, takes 3-4 business days.
- File sent by email address in a "Applicant Tracking System format."

<https://www.resumetarget.com/student-entry-level-resume-writing>

- RESUME & COVER LETTER = \$200; delivery within 3 days.
- 1-on-1 Telephone Interview (Up to an hour.)
- 20 Thank You Letter templates and Interview Guide Provided.

<https://www.resume-express.com/resume-writing-and-editing/>

- RESUME & COVER LETTER = \$99.
- \$65 for Custom Crafted Resume.
- 90 days of free revisions.
- Delivered in both Word and PDF formats.

<https://www.zipjob.com/services>

- \$119 Professionally Written Resume; 4-6 days for delivery.
- 1-on-1 communication with your US-based expert writer.
- Unlimited Revisions until you completely approve the final draft.

PROFESSIONAL COVER LETTERS & HIGHLIGHTS

<https://www.paragonresumes.com/collections/collection/products/premium-cover-letter>

- \$59 Cover Letter created within 3 days.
- For next 7 days conversation will be made for any changes, concerns, or any further questions you have about the resume or about your experience is all included.
- \$99 FOR RESUME & COVER LETTER!

<https://www.resumewritinggroup.com/prices.html>

- \$60 resume for entry level, takes 3-4 business days.
- File sent by email address in a "Applicant Tracking System format."

<https://www.resumetarget.com/student-entry-level-resume-writing>

- RESUME & COVER LETTER = \$200; Delivery within 3 days.
- 1-on-1 Telephone Interview (Up to an hour.)
- 20 Thank You Letter templates and Interview Guide Provided.

<https://www.resume-express.com/product/cover-letter/>

- \$35 Cover Letter: 3-5 business days.

<https://www.zipjob.com/services>

- \$179 RESUME & COVER LETTER; 4-6 days for delivery.
- 1-on-1 communication with your US-based expert writer.
- Unlimited Revisions until you completely approve the final draft.
- \$299 = Resume, Cover Letter & LinkedIn assistance and ensure 3 day delivery.

Career Assistance Statistics -2

PROFESSIONAL HEAD SHOTS

<https://www.smartshoot.com/headshot-photography>

- \$100-\$250 for standard business head shot.
- Prices vary considered upon location, options such as background, # of photos required and experience of the photographer.
- If in the metropolitan area price may be higher.

<http://headshotsphoto.com/pricing/>

- \$250 "one shot deal"- One outfit, photographer consultation to advise on wardrobe.
- Instant feedback/view; all images toned and protected on website within 24 hrs.
- Tone/retouch image; Subsequent images can be toned and retouched for \$40 each.

<http://rickbern.com/blog/1820-2/>

- \$350 includes an hour with photographer in studio on high quality paper. No JPEGS.
- Various prints, canvas wraps, frames, albums, high resolution digital jpegs.

<https://www.bostonexecutiveheadshots.com/rates-for-executive-headshots-boston-ma/>

- \$295 Your location, outdoors, or Donis' home in Reading, Massachusetts.
- Two fully retouched high resolution images ready within 2-3 business days of order.
- All unretouched high resolution images available for download.

<http://www.ericaseye.com/rates/>

- \$350 two outfits, multiple shoots, choose your final two before leaving studio.
- 15 web resolution digital images emailed to on same day and 1 final Hi Res retouched headshot delivered within 2 weeks.

ADDITIONAL INFORMATION FOR ASSISTANCE WITH LINKEDIN

<https://www.linkedinbuilder.com/services.php>

- \$75 Professional LinkedIn Service; Submission within 5-7 business days.
- Free How-To Guide included.
- 1-on-1 service with profile builder.

<https://www.resume-express.com/resume-writing-and-editing/>

- \$40 LinkedIn Profile creating or editing.
- 3-5 days for delivery.

<https://www.resumewritinggroup.com/prices.html>

- \$90 LinkedIn Profile creating or editing.
- Turnaround time is 3-4 business days.

Career Center - Motivational Quotes

7-FUN CAREER/MOTIVATIONAL QUOTES (TO POST IN THE CAREER CENTER)

1. **“Don’t Wait For The Right Opportunity. Create It.”** – George Bernard Shaw
www.CultureTrip.com
2. **“On The Journey To Achievement You Must Be Learning All The Time.”** – John Patrick Hickey www.Scholartalks.com
3. **“Life Is 10% What Happens To You And 90% How You React To It.”** – Charles R. Swindoll - www.BrainyQuote.com
4. **“Communication – The Human Connection – Is The Key To Personal And Career Success.”** – Paul J. Meyer - www.BrainyQuote.com
5. **“The Struggle You’re In Today Is Developing The Strength You Need For Tomorrow.”**
- Robert Tew - www.dailyquotes.com
6. **“Ask Yourself If What You’re Doing Today Is Getting You Closer To Where You Want To Be Tomorrow.”**- Unknown Author – www.Getlanded.com
7. **“Results Happen Over Time, Not Overnight. Work Hard, Stay Consistent And Be Patient”** – www.Gymaholic.com .”- Unknown Author (Website is no longer available)



A Look Back at My Career Path

- Cinematographer, Sports Video Camera Operator
- Film/Video Editor
- Gaffer/Grip Lighting Technician
- Radio & Tv Broadcast High School Teacher
- Passion in working with students in community colleges
- Looking over all of the above I see myself with certain career changes and see how others I know those who I have come across have struggled. I would like to help.

*I do realize I still need to get my feet wet.



Furthering My Reflective Practice

1. I will gear myself not to be so hard on myself; I've come too far to fallback now.
2. I will utilize my skills discovered in my action research project this semester.
3. I will keep an an ongoing project always enhancing my resume and LinkedIn.
4. I will continue seeking information and networking with various co-workers.
5. I will reach out to friends & family to keep practicing writing resumes & C.L.s.
6. I will produce more research in requirements & qualifications for various jobs.
7. I will take knowledge from this practice to help seek my 1st ever full time job.