



# APCO 2019

August 11-14 | Baltimore, MD

## Skills for a New Position or a Promotion

Joell D. Kight, CPE

Communications Manager

Fauquier County Sheriff's Office






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# Social Media Do's and Don'ts

- Do set up a LinkedIn account and make yourself shine with a polished resume
- Do use social media to showcase your talents
- Do follow and interact with companies in your field
- Do start a Twitter account strictly for professional use – follow people and companies in the industry
- Google yourself
- Don't leave your personal accounts open to the public
- Don't post unprofessional pictures of yourself anywhere on the Web
- Don't post anything that could even possibly be interpreted as offensive
- Don't let your guard down once you've been hired

# Resumes

- Chronological
- Functional
- Combination

## YOUR NAME

Professional Accountant

M: 0400 000 000  
E: sample@yahoo.com.au  
A: 00 Sample Street  
Brisbane QLD 4000

### CORPORATE | MANAGEMENT | CHARTERED

A dynamic, proactive and experienced Accountant with extensive experience across fundamental financial and management accounting. Having worked in both chartered and commercial environments, possesses deep understanding of accounting principles and procedures. With proven record of identifying and rectifying inefficiencies, skilled at taking hands on position to generate deeper understanding of business and industry complexities.

#### KEY EXPERTISE

- ❖ Problem Solving
- ❖ Organisational Skills
- ❖ Computer Simulations
- ❖ BAS Lodgements
- ❖ Staff Leadership
- ❖ Auditing
- ❖ Project Management
- ❖ Report & Proposal Writing
- ❖ Extensive Research
- ❖ Customer Service Focus
- ❖ Accounts Payable & Receivable
- ❖ System Implementation
- ❖ Data Analysis
- ❖ Effective Communication
- ❖ Tax Returns
- ❖ General Ledger Maintenance
- ❖ Legislative Adherence
- ❖ Technical Acumen

#### CAREER NARRATIVE

Title, Company Month Year – Present

##### Key Responsibilities:

- ❖ Managing, maintaining and coordinating the reporting requirements of both businesses
- ❖ Implementing and monitoring monthly P & L and cash management reports, annual budgets and monthly budget variance reports
- ❖ Coordinating and completing month end procedures
- ❖ Reconciling general ledger accounts including bank, and investigating discrepancies
- ❖ Monitoring and managing cash flow
- ❖ Managing, monitoring and supporting a small team, including 2 Company Accountants
- ❖ Initiating electronic payment of creditors
- ❖ Implementing computerised purchase order system and job budget data entry, management and training
- ❖ Developing costing models for products, recharge rates for assets, etc
- ❖ Developing long range profit projections that are actively used by business divisions
- ❖ Documenting systems and creating coding and accounting manuals for reference
- ❖ Working with sales team to develop and implement monthly KPI reporting
- ❖ Creating an efficient monthly timetable for the Accounting Department to ensure scheduling of tasks, timely preparation of accounts
- ❖ Preparing payroll for 40 employees, including new contracts, annual bonuses, employee share scheme and all associated reconciliations and remittances
- ❖ Actively involved with Government Grant applications including EMDG, R & D, Commercialisation, DIIRD
- ❖ Ensuring all ATO returns and taxes paid on time

##### Key Achievements:

- ❖ Promoted into current role after being employed as the Company Accountant for Acme
- ❖ Created, developed and implemented several reporting processes and improvements eg variance to budget reporting, sales forecasting, capital investment modelling and general ledger reconciliations

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# Resumes

- Standard Sections
  - Contact Information
  - Profile
  - Work Experience
  - Education
  - Volunteer Work

**Your Name**

Street Address, City, ST ZIP Code – Phone – Email

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# Resumes - Chronological

- Highlights Skills – List extremely detailed list of marketable skills  
**Good Choice for those with solid work history with no significant gaps.**

# Resumes - Functional

- List extremely marketable skills
- Omits work history, volunteer experience and education

**Not a good choice except for those graduating high school with limited work history**



# Resumes - Combination

- Highlights Skills and Work
  - Career changes
  - Recent grads
  - Re-entering the work force
  - Gaps in work history
  - Similar job different companies
  - Good Choice for Most Everyone

## Parts

- Profile
- Summary of Skills
- Education
- Work Experience
- Volunteer Experience
- Accomplishments

# Resumes

- Professionalism

- Proof Read Over and Over
- Print and proof read again
- Have someone else proof read
- Consider your email address
  - To cute, includes your birth year,
  - Create a new email address specific for the job hunt
- Set up voicemail

- Not the time to be a comedian or cute

teenstud2000@...

princess1988@...

brokenangel@...

## Jane Smith

737 Springfield Street • Vancouver, B.C. V6R 2R7  
604.555.5555 • jane\_smith@email.com

### Summary

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Software Development professional with five years experience programming in C#.Net and Java. Highly skilled in specifications gathering, troubleshooting, and quality assurance testing. Fluent in English and German.

### Professional Experience

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**Senior Software Developer** 2006-present  
Initech Corporation, Vancouver, B.C.

- Developed high-transaction financial software using over five years experience in C#.NET, web services, SQL Server, AJAX, and object oriented methods.
- Coded a web-based shopping cart supporting 85,200 customers using C#.NET.
- Wrote database layer using stored procedures in SQL Server 2008.

**Programmer** 2004-2006  
Microserf Inc., Mission, B.C.

- Designed a three tier object oriented architecture using web services.
- Programmed web-based financial applications in Java, C++, and C#.Net.
- Tested and verified daily software builds using quality assurance plan.

**Junior Programmer** 2002-2004  
Education Website Builder Inc., Kelowna, B.C.

- Performed QA testing on e-Learning educational software coded in Java.
- Worked in a team with software developers and teachers to design software specifications and web interfaces for courseware database system in SQL Server.
- Tracked software bugs using Bugzilla quality assurance software.

### Technical Skills

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**Programming Languages:** C#.NET, C++, Java, PHP, Python  
**Web Programming:** HTML/CSS, ASP.NET, JavaScript, JQuery  
**Tools:** MS Visual Studio, Eclipse, Subversion, Perforce  
**Databases:** SQL Server and ADO.NET, MySQL

### Education

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B.Sc., Computer Science (High Honors), University of British Columbia, 2002

# Resumes and applications

- Resumes and applications should contain the same information
- Cover letters
- Respond
- Do your own work, proof



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# Interviews

- Do your research
- Be Professional and Polite the interview starts at the door with the first contact of the first employee
- Practice interviewing
- Prepare questions
- Prepared to take notes
- Dress up – no matter the job
- Turn off cell phone
- Make eye contact
- Firm handshake
- Sit up straight





  
Downy

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# Interviews

- Do not wear heavy perfumes
- Do not ask personal questions
- Do not let your nerves get the best of you
  - Be prepared
  - Specific task required



- What makes you valuable?
- What qualifications / skills do you have hard to find?
- What are your most impressive professional accomplishments?
- Be Prepared with a time you faced conflict and how it was resolved
- How you helped resolve a problem / provide solution

# Interviews

- Listen closely
  - Take notes
- Think critically about your answers
- Appropriate length answers
  - Do Not Ramble
  - If you do not have an example, consider how you can apply – education/training example learn quickly
- Team player not in it for you
- Mature – not emotional
- Learn from mistakes
- Demonstrate critical thinking skills
- Communicate well verbally and non-verbally
- Manage Conflict
- Go gettem' attitude

# Interviews

- Keep it positive
  - Handle negatives carefully turn them around, learning experience
  - Be Brief
  - Be Transparent
  - Be Resilient
- Sell yourself
  - Weakness is a chance to sell yourself
    - Self-awareness
    - Improvement
    - Strengths

ME



# Interviews

- Do not speak ill of others
- Do not speak about what you didn't like about the previous job(s)
- Remember Keep it Positive



# Interviews

## Common Questions

- What are your greatest Strengths/Weakness?
- Describe an accomplishment you are most proud of
- Describe how you handled a difficult situation
- Describe a time you had to handle an angry customer
- How do you handle conflict at work?
- Why should we hire you?

# Interviews

## Questions to Consider Asking

- What are the most crucial skills and strengths you would like to see in the person hired for the position?
- What would you consider the most important aspects of the job?
- Who does the position report to?
- What are the next steps in the process?
- When should I expect to hear from you?



# Interviews

## Wrapping up

- Ask if there are any other questions for you
- Thank the interviewer(s)
- Thank the person who greeted you
- Thank you letter





# Testing

- Arrive dressed as if for an interview
- Be on time (early)
- Turn off cell phone
- Be attentive to directions
- Be considerate



# Backgrounds

- Complete all paperwork yourself
- Proof read it
- Be Honest and Complete



# Sources

- Get That Job! The Quick & Complete Guide To A Winning Interview, 2017 by Thea Kelley
- 15 Minutes to a Better Interview, What I wish every job candidate knew, 2014 by Russell Tuckerton
- The Resume Writing Guide, Second Edition, A step-by-step workbook for creating a winning resume, 2014 Lisa McGrimmon

# Questions

Joell Kight

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540-905-6499



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