

Graduate Students | Identifying & Articulating Your Transferrable Skills

UNIVERSITY OF FLORIDA
CAREER CONNECTIONS CENTER



Meet Your Facilitator



Jaime Harsell, She/Her

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PhD Candidate, Higher Education Administration & Policy

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Today's Agenda

Identifying Your Transferrable Skills

Crafting Accomplishment-Based Bullet points

Updating Your LinkedIn to Reflect Your KSAs

Examples of Transferrable Skills from Common Graduate Student Experiences



PROJECT
MANAGEMENT



QUALITATIVE AND
QUANTITATIVE
RESEARCH



TEAMWORK



TECHNICAL SKILLS



WRITING (GRANTS,
PROPOSALS,
PUBLICATIONS)



PUBLIC SPEAKING



PLANNING EVENTS



FUNDRAISING



PROBLEM SOLVING



CRITICAL,
CONCEPTUAL, AND
SYSTEMATIC
THINKING



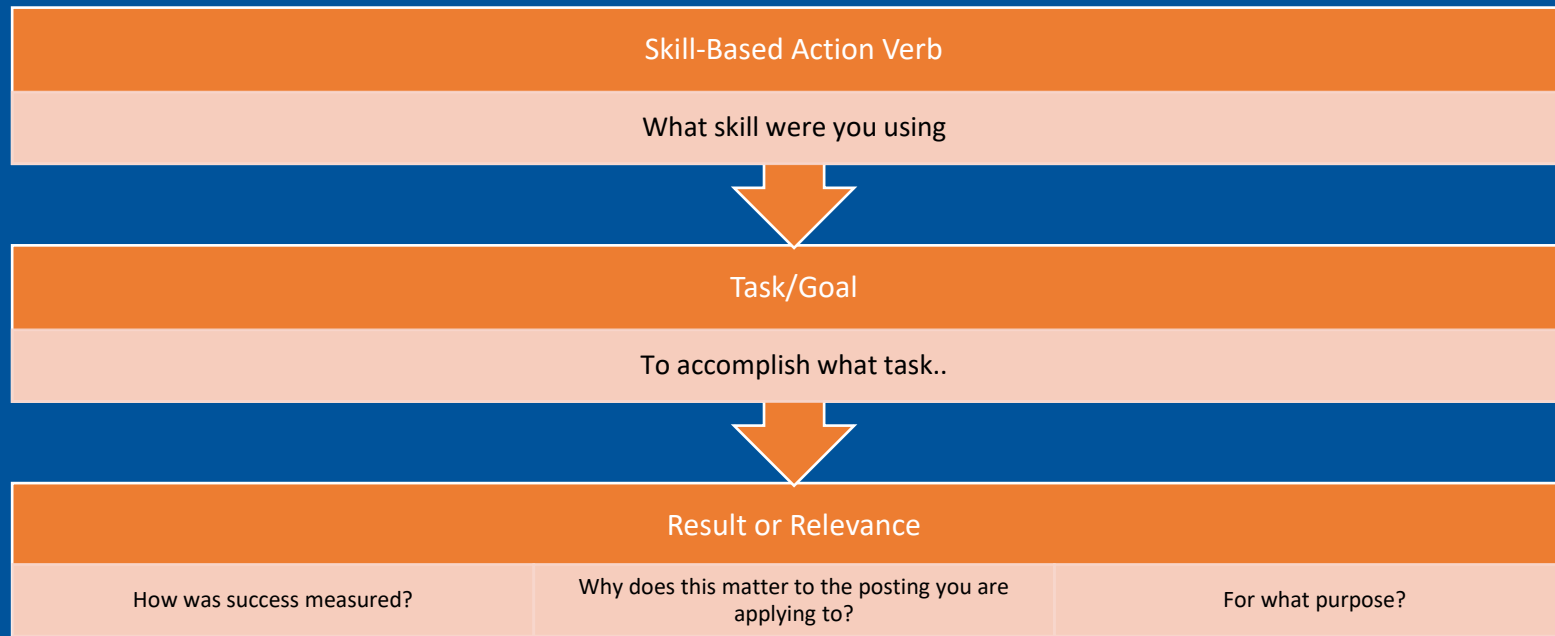
EVALUATION





Resume

Compelling Bullet Points



Pick one experience to Reflect On

- Identify the three most important skills you were using
- Brainstorm 5 action verbs that convey these skills
- Reflect on the different contexts you used these skills
 - What were the tasks, goals, or objectives related to the duties and responsibilities
- What was the outcome?
- Why did it matter to the organization, department or individuals involved?



Research Example: Program Evaluation Resume

Career and Technical Education Sub-baccalaureate Program Efficacy

January 2021 – Present

PhD. Dissertation, University of Florida, College of Education – Dr. Benjamin Skinner, Committee Chair

- Leverage advanced econometric techniques to evaluate the alignment between job training credentials and education programs and local labor market trends on the federal, state and local levels
- Interpret Federal laws and policy requirements for federally funded workforce education programs
- Conduct federal and state policy document analysis related to career and technical education programs at the sub-baccalaureate level
- Analyze complex data on federally funded job and workforce education programs to assess achievement of intended policy outcomes

College Career Pathways Program Evaluation

September 2018 – December 2018

University of Florida, College of Liberal Arts and Sciences, Policy Evaluation Doctoral Course

- Evaluated the effectiveness of the program and administrative operations of a Perkins IV funded community college program in the State College System using quasi-experimental techniques
- Facilitated 3 focus groups to collect information on the user's experience, attitudes, and beliefs to evaluate program efficacy yielding a more robust implementation analysis
- Delivered recommendations to improve program efficiency and effectiveness related to program administration and education outcomes
- Conducted an oral presentation to 15 community stakeholders to communicate study findings and recommendations



Teaching Example: Program Evaluation Resume

Instructor

September 2017 – Present

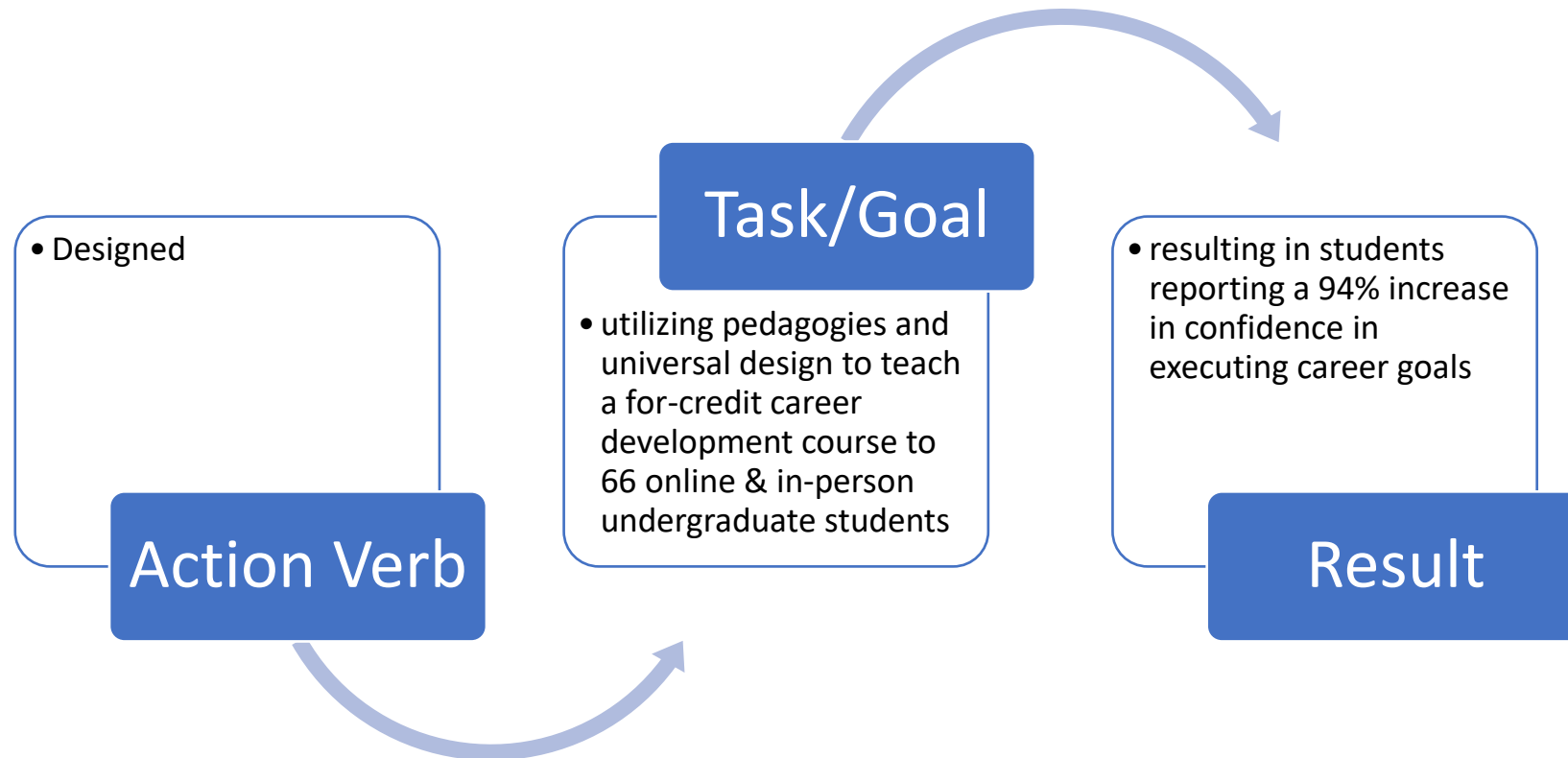
University of Florida, Interdisciplinary Studies Department– Gainesville, FL

- Designed curriculum utilizing pedagogies and universal design to teach a for-credit career development course to 66 online & in-person undergraduate students resulting in students reporting a 94% increase in confidence in executing career goals
- Evaluated course sequencing for process and learning improvement to ensure alignment with stated learning outcomes and academic learning compacts
- Analyzed 560 qualitative course evaluations to assess the student learning experience and reporting findings and recommendations to senior administrators for course improvement



Breaking it Down..

- Designed curriculum utilizing pedagogies and universal design to teach a for-credit career development course to 66 online & in-person undergraduate students resulting in students reporting a 94% increase in confidence in executing career goals





LinkedIn

Skills on LinkedIn

- About Me
- Experience Sections
- Skills & Endorsements
- Recommendations
- Licenses and Certifications
- Publish on LinkedIn Pulse

ABOUT ME SUMMARY

- Should not be overly specific
- Maximize the hook, it is truncated after 300 words
- Focus on your expertise, talent, and interests, mission and values
- Do NOT discuss your work history



Jaime Harsell, M.Ed., GCDF, CCSP

Quantitative Researcher | Scholar Advocate | Learning and Development Strategist

About

Pronouns: She/Her/Hers

I am an education leader with 7+ years of dynamic experience with expertise in program and policy management and evaluation, online education and teaching, and the future of work.

"Research as advocacy" is a foundational philosophy that I stay true to throughout my Ph.D. program in Higher Education Administration. Throughout my Ph.D. I have focused on structural inequities related to labor market outcomes, online education best practices, education access and student success, and advanced quantitative methodologies. I endeavor to apply the skills and expertise I have developed through my education and professional experience to:

- Create innovative learning designs
- Implement and scale programs and policies
- Enhance the user experience
- Define and implement data strategy
- Conduct program implementation and impact evaluation

As a United States Navy Veteran, I'm dedicated to working with diverse communities and individuals, cultivating inclusive workplaces, upholding excellence in program creation, performing evaluation through analytical data strategy, and foundational resource development. I pride myself on being a proven leader, trusted to serve on presidential committees and lead integral university-wide initiatives.

My personal and professional values are centered on equity, community, learning, and connectedness.

I enjoy spending time with my almost one-year-old, local coffee, powerlifting, TikTok, and trying anything off the menu at local restaurants or food trucks in my spare time. Interested in engaging with me on policy work, education, and learning, or anything else? Let's connect on LinkedIn or through email at Jaime.harsell@gmail.com.

Strengths: Input | Relator | Learner | Restorative | Individualization

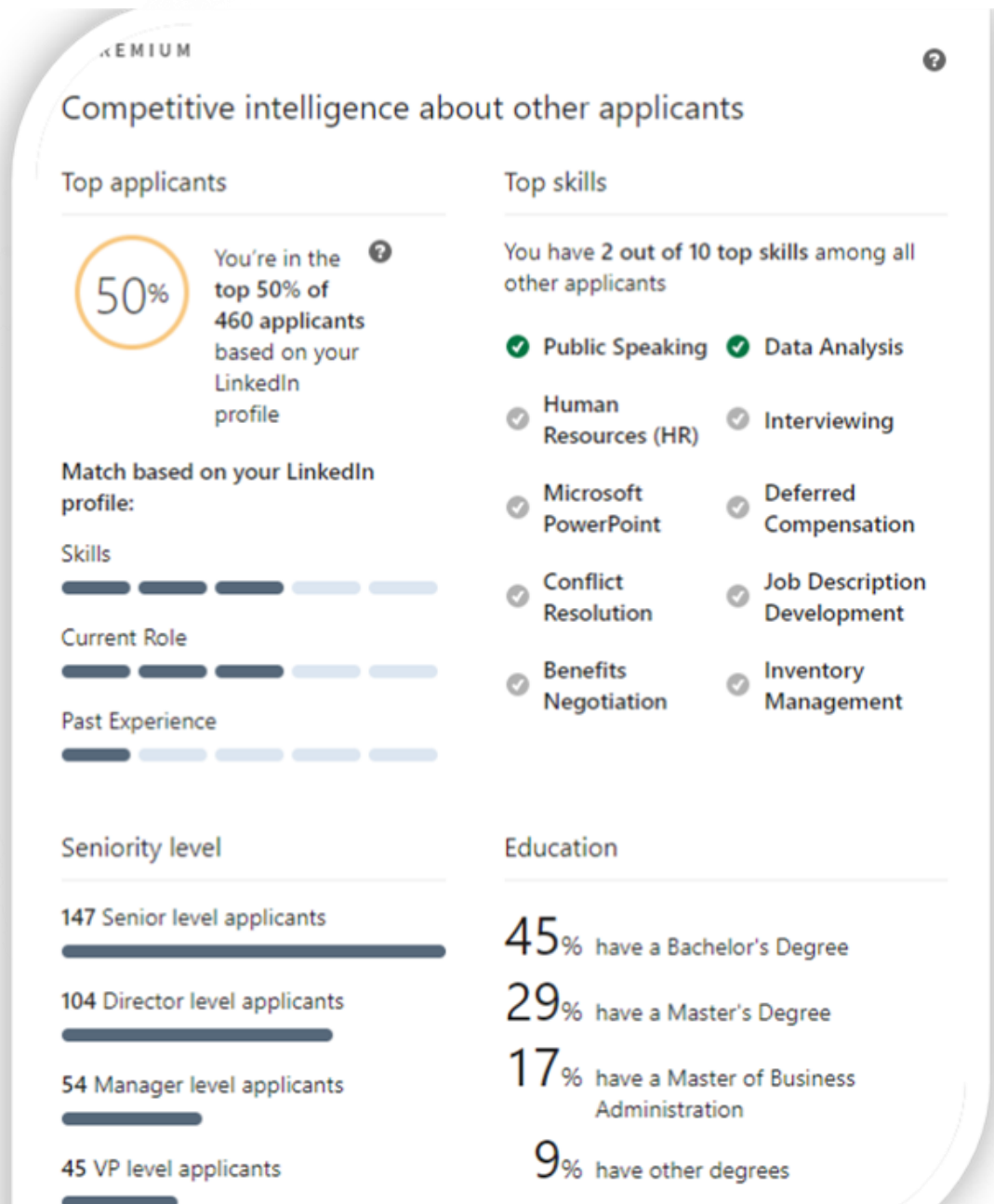
Key Industry Highlights:

- Lifelong learning and professional development
- Online Learning
- Quantitative Research Methods
- Policy and Program Implementation and Evaluation
- Program Administration
- The Future of Work
- Organizational Theory and Change Management



Focus on the Right Skills for Your Career Interests

- Focus on the top 5 skills related to your interests and include them in every section of your profile
- Identify your keywords and phrases commonly used in your industry from job postings



Connect with Me

Office Hours

- Wednesdays 1:00 pm to 2:00 pm
- Fridays 10:00 am to 11:00 pm

Career Planning

- By appointment in Gator Careerlink

Upcoming Workshops

- Design Thinking: Reframing Your 5 Year Plan
 - April 8th 1:30 pm to 2:30 pm
- Stay tuned for Summer A and B programming!

Virtual Express Drop-In


Application Materials & LinkedIn

Monday – Friday
11:00 a.m. – 3:00 p.m.

No appointments needed!

<https://career.ufl.edu/services-resources/virtual-services/>





Thank You. Questions?

Follow- up with me at Jharsell@ufsa.ufl.edu



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