

UO SACNAS (Society for Advancement of Chicanos/Hispanics & Native Americans in Science)  
Planning/General Meeting  
5 board members in attendance: Jim, Madi, Amber, Emma, Elisa

29 November 2018

Minutes:

### **Planning Meeting:**

Start: 6:30 PM End: 7:00 PM

- I. Study Break Event: Wednesday, 7:00 PM in the Price Science Commons (second floor of Science Library by the café)
  - a. Check in with Annie Zeidman-Karpinski to schedule event
- II. Bank account will be established 30 November 2018
- III. Co-host winter term speaker with CMiS and MSI
  - a. Dr. Diana Ortiz-Montalvo, a research chemist at NIST in their Nano Materials Group on Feb. 22
- IV. **Elisa** and **Emma** will work on revamping website
  - a. More photos
  - b. Links to social media accounts
  - c. Integrate “monthly bios” of members under a new tab
- V. Submit Project Ideas Supporting Diversity/Equity/Inclusion (due 5 December 2018)
  - a. **Amber** and **Madi** will draft a proposal for the Chemistry and Biochemistry Department Diversity Committee’s funding opportunity for project ideas with a focus on increasing diversity, equity and inclusion in the department

### **General Meeting: Resume Building Workshop:**

Start: 7:00 PM End: 8:00 PM

This general meeting is designed for STEM students of all backgrounds to learn about opportunities for a resume workshop. Guest speaker, Dr. Nima Dinyari of UO’s Masters Internship Program, led the workshop with his experience connecting masters students to STEM industry jobs.

*Notes from presentation:*

- Building a resume: trailoring, formatting, consolidating/organizing, strengthening content, brainstorming content
- Purpose of a resume is to obtain an interview – to act as a product marketing document marketing yourself as the “product”
  - Demonstrate an realistic overlap of candidate skills and company need
- Update resume regularly to contain only relevant information (ie: let go of those awards from high school!)
- **LinkedIn:** online product marketing document

- Networking is a very valuable way to obtain a job
  - 70-80% of jobs are earned through networking and connections
- Rules of a Resume
  1. Resume should **clearly** address how your skills match the company's need
    - a. Less is *more*
  2. If it doesn't help you, it hurts you
    - a. Resumes are reviewed for 30 seconds on the first pass so keep it concise!
  3. Your resume is an aesthetic document
    - a. Clean formatting, organized content
  4. Relevant content should be easy to find
    - a. Top half of your resume is the most valuable real estate
- Types of content: direct & indirect skills integrated throughout, degrees, certifications, specializations
  - Direct skills are skills that you have *direct* experience with such as being proficient in operating different analytical instruments or programming language
  - Indirect (transferrable) skills are skills that you develop through coursework, volunteering, mentoring, technical and non-technical positions
- Laszlo Approach: "I accomplished (x) as measured by (y) by doing (z)."

Total number of attendance: 10