



CAREER NIGHT 2018

“What I wish I’d known in College”

[BUSINESS](#)

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To contact a member or have a resume or cover letter reviewed, please forward to info@nndgac.org

BUSINESS

Shenea Strader

ELECTRONIC ARTS

Project/program management

UNR, Eta Iota

I can review/edit resumes. Formerly with IGT, now with EA

Liliana Cervantes

PILLAR CONSULTING LLC

Business

UNR, Eta Iota, 2012

I can review/edit resumes

Victoria Delie

CANNAVATIVE

Sales

UNR, ETA Iota, 2014

I didn't get my dream job right out of college but I have some things to say about my experience with it

Jaclyn Dunne-Gallagher

OFF THE GRID

Director of Catering Sales for an event company in SF / Hospitality & Events (wedding, corp, social)

UC Davis, Delta Chi, 2000

Resumes: Can't on site, but they can send them to me

Madeline Hefner Carpenter

Jack of all Trades

UOP, Delta Epsilon, 1975

My "work" experience isn't very current, but I worked for 10 years at the California State Fair and Exposition(9 months a year) booking entertainment and putting together a variety of special events. I also spent years as a property manager for commercial real estate properties. I spent decades volunteering in the Washoe County School District and serving on various committees and councils in the process. At this point in time I'm a great resource for the non-profit volunteering world. I'm happy to be a sounding board for job seekers and/or write letters of recommendation.

Julene Hunter

GOODINK LLC

Tech Start-up Founder, Nonprofit Exec, Digital Design

UC Berkeley, Gamma, 1979

I can edit/ review resumes and cover letters. Founded two software companies serving as CFO and in Business Development, ran a large nonprofit, and an international humanitarian NGO. Now "retired" consulting to businesses and nonprofits, run a boutique digital design studio in Tahoe, and paint commissioned portraits when time allows. I can help anyone wanting to get into tech, start their own company or learn more about nonprofit work.

Marilee Cate

WASHOE COUNTY DISTRICT ATTORNEY'S OFFICE

Lawyer

UNR, Eta Iota 2004

I can review/edit resumes and cover letters. I have worked in a variety of legal jobs since law school in both the civil and criminal arena. I have also had times where I have been primarily a trial lawyer and times where I have been primarily transactional or appellate focused. If any collegians are interested in the law you can provide them with my personal email. I would be happy to meet with them as a group or one on one in the near future.

Ashley Loera

Legal Assistant

UNR, Eta Iota 2014

I graduated from the College of Liberal Arts at UNR with a minor in CASAT. I previously worked with adults with special needs doing Behavioral and cognitive training. Recently, I got the opportunity to work for an Immigration Defense Attorney and can answer questions regarding this work. I can review/edit resumes and cover letters. I can also answer questions on the GRE and can help edit personal statements for Graduate School. I am currently in that process myself. Have questions on how to better brand yourself or networking tips? Feel free to send them my way.

Kelli Gallimore

UNIVERSITY OF NEVADA, RENO

Lawyer & Investigator

UNR, Eta Iota 2006

I can review/edit resumes and cover letters. I previously practiced law in both the nonprofit and private sectors. My areas of practice included family law, criminal defense and bankruptcy. I'm currently an investigator in Equal Opportunity & Title IX at UNR.

MARKETING/DESIGN

Melissa Ung

THE ROW - ELDORADO RESORTS, INC.

Senior Digital and Social Media Coordinator

UNR, Eta Iota, 2017

Graduated from the Reynolds School of Journalism in May 2017. Became a digital and social media coordinator in August 2017. Recently got promoted to my senior position after only a year. My career allows me to work and touch a little bit of everything - events, entertainment, nightlife, dining, and gaming.

I can review/edit resumes and with LinkedIn profiles; can assist with networking (especially if you're interested in public relations or hospitality industry); can assist with putting together portfolios; and can assist with branding yourself on your website and/or social media. I can also answer questions about getting involved after graduation with various organizations, such as PRSA, Nevada YAC, Nevada Alumni Association, NNAP, and NNDGAC.

Jodi B. Tenenbaum

UNIVERSITY OF NEVADA, RENO

Art Director – Office of the President Marketing and Communications

Willamette, Beta Pi '85

Art Director 12 years at University of Nevada, Reno Marketing & Communications President's Office & prior I worked at the SF Chronicle/Examiner 10 yrs. Marketing Graphic/Web Designer in their Marketing Department. I can review/edit resumes. Enrolled in the UNR Journalism Grad Program for a Masters to start a new career teaching Graphic/Web Design at UNR. Amazing career in Graphic/Web Design as an Art Director, Creative Director. Worked for 7 years at the RGJ Magazine Division where I created 100's of publications and 100's of photo shoots.

Antonia Grieco

JOE CROWLEY STUDENT UNION, URBAN ROOTS, MARKETING STABLE LLC

Visual communications and Marketing

UNR, Eta Iota 2014

I can edit/ review resumes and cover letters off site and give portfolio/website advice for graphic design and photography. I used to review applications and help with hiring for the student union at UNR so anyone can reach out to me if they have any questions about what it's like to work for the university or want tips for applying there!

MEDICAL

Andrea Witte

MEDICAL RESEARCH

UNR, Eta Iota 2014

Will be graduating in December 2018 and will hopefully be moving to Stanford, CA to pursue cardiac research. Experience in reviewing cover letters, resumes, and interviewing candidates. As well can give advice on college and STEM fields and programs at the University. Previous experience in research.

NOTE: We also have Jackie Vo, Karla Spesert and many other alumnae who will be happy to talk to you about careers in medicine and nursing. Please contact info@nndgac.org and we will put you in touch.

TEACHING

Rebecca Parkin

BROOKFIELD SCHOOL

Teacher

UCLA, Epsilon Sigma 1986

I can review/edit resumes

Vanessa Nelson

WASHOE COUNTY SCHOOL DISTRICT

Teacher/Administrator

UNR, Eta Iota, 2002

I'm also happy to give interview advice or simulations to those going into education.

Amber Burroughs

TMCC

Higher Education/Management & Recruitment

UNR, Eta Iota, 2007

I can review/edit cover letters as well. I also conduct interviews at my job so I'd feel comfortable doing that too.

Sylvia Asare

UNIVERSITY OF NEVADA, RENO

Higher Education

UNR, Eta Iota 2015

I can review/edit resumes. Currently with the university, works in student recruitment and admissions, and specifically knowledgeable in STEM and first generation programs.

ACCOUNTING/FINANCE

Leilani Juarez

EP MINERALS

Accounting and Auditing

UNR, Eta Iota

Survey would be let me pick more than one, but i can review resumes. Review business attire and networking. was formerly at BlueBird CPAs. 2 months in at the new job, and had been at BlueBird for almost 4 years, so still have connections.

Kendall Lynch

AIG

Tax accountant

UNR, ETA Iota, 2011

Accounting. If you need women who are closer to the collegiates age to give a perspective on getting jobs after school and how social media affects offers I'm all yours. I also did an internship where I was a cost accountant for 2.5 years

Because you can only make one first impression ...

Manners are important.

Familiarize yourself with the Delta Gamma Etiquette Handbook. It's a great resource and *full* of good tips every Delta Gamma should know. Really! -

<https://www.deltagamma.org/library/handbookGuideManual/etiquette-handbook>.

In a pinch, at least reference the Pocket Guide

<https://www.deltagamma.org/library/handbookGuideManual/etiquette-pocket-guide>

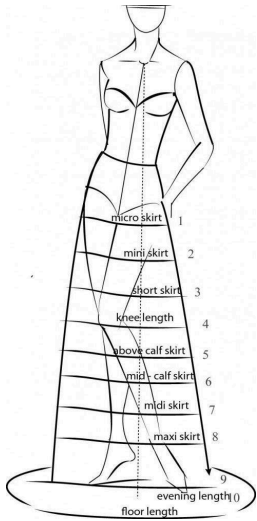
DG Etiquette Pocket Guide

"Being powerful is like being a lady. If you have to tell people you are, you aren't." ~Margaret Thatcher

- ◇ **RSVP is an abbreviation for the French phrase, "Répondez s'il vous plaît," and it means please respond.** A host/hostess must know how many guests are coming. Failure to respond to an invitation is beyond social immaturity. A "maybe" response isn't cool either. Remember: if it only has your name on the invite, and no direction to bring a guest – do not bring one.
- ◇ **Napkins, meet knees.** As soon as you sit down, unfold it under the table and spread the napkin across your lap (usually in half for dinner napkins). Remember that a napkin stays on your lap until you leave the table. If you must leave the table during the meal, put your napkin on the seat of your chair. When you leave the table for good, fold the napkin and leave it on the table to the left of the plate. Do not rest your napkin on the table while others are eating.
- ◇ **Gratitude is the best attitude.** Thank you notes should be written promptly and sincerely. A thank you note is a mirror of your real self, and the way it is written reflects both your character and your good taste. Nothing replaces a written thanks.
- ◇ **"Hello, my name is Hannah!"** Take initiative and introduce yourself at events. The last thing you want to communicate is that you are not interested due to your lack of engagement. If you are the hostess, try nametags to help break the ice.
- ◇ **Cell phones are not part of the table centerpiece or your place setting.** Always turn them off during events, speeches and meals. Do not look at them. Do not check them. Do not let anyone see you checking them. Mobile devices do not give paychecks, hugs or provide memories. That text can wait, but the person sitting in front of you might not.
- ◇ **Passing.** The host/hostess should receive meal or table items first, and then they should be passed counterclockwise.
- ◇ **Be aware of the basics.** There are typical and special utensils that could be a part of your place setting, such as: a butter knife, a seafood fork, a dessert fork, glasses, etc. A good rule of thumb is to start at the outside end of your place setting and work towards your entree plate. If you doubt which utensil or glass to use, watch the host/hostess...or brush up on your knowledge of place settings.
- ◇ **Let's stick together.** Salt and pepper shakers are always passed together, holding the sides or bottoms, never the tops. Even if a sister asks for the salt, you pass both together.
- ◇ **Rolls are not apples.** Tear the roll (a piece at a time), butter one bite-size piece (using your knife) and eat. Do not "butter ahead," or eat the roll as an apple. The entire roll should not come up to your mouth and back to the plate.
- ◇ **When can I eat?** The host/hostess should begin eating first. In a restaurant or at a table banquet, you may start eating when everyone at your table has been served. Not sure who is the host/hostess? Look to who has had the most birthdays, the guest of honor or the highest ranking person at the table.

For more etiquette tips, check out the **DG website library** for Delta Gamma's Etiquette Handbook & Etiquette Education Ideas.

Short Thoughts



We know short dresses/skirts/shorts are “the look,” and you probably look great in everything. But as a general rule: the shorter the dress, the lower the shoe heel. Short lengths and high heels are best left for a night out or hanging with friends. When in doubt, you have a handy measure or “rule” with you at all times - your own hand!

Place a flat hand right at the top of your knee. Remember the spot where your thumb ends (it’s usually @ 4” above the knee)

THE RULE OF THUMB:

1. If your skirt is above your thumb, wear flat shoes NOT high heels.
2. If it is “two hands” above the knee, **no matter how cute**, it is inappropriate for the workplace or a formal gathering (think FOUNDERS DAY, INITIATION, and probably going out to dinner with your future mother-in-law).

How to Dress for a Job Interview From <https://www.thebalancecareers.com>

In addition to following the general rules for workplace attire, heed this advice before you dress for a job interview:

- Adhere to the prospective employer's dress code, if there is one, or learn about the typical attire. Talk to people in your network who work at the company or know someone who does. Another trick is to hang out in the parking lot or near the building entrance before the workday begins to observe employees arriving for work. If you can't manage to get there before work, you can try to watch people when they leave at the end of the day but don't be fooled. People often change their clothes to get ready for their after-work activities.
- You should always dress slightly better for a job interview than you would if you were an employee. For example, if the company [dress code](#) doesn't require suits, you may want to wear one anyway. If very casual clothing is allowed, for example, jeans and t-shirts, you should take it up a notch and instead, put on a nice pair of pants and a button-down shirt. After all, this is a special occasion, and you always want to look your best.
- Cover up tattoos and remove body jewelry until you know whether they are acceptable at that particular workplace. If you dye your hair unusual colors, you may want to go back to your natural hair color for a little while too. For many people, the ability to [express their individuality](#) through their attire, tattoos, piercings and hair color is extremely important. If that describes you, take it into consideration when deciding whether a particular work environment is right for you.

7 Tips for Workplace Attire

First, here are some pointers to help you figure out what you should or [shouldn't wear](#), regardless of whether you work in a formal or casual workplace:

1. No matter what the dress code is in your organization—business suits or jeans and t-shirts—your clothes should always be neat and clean.
2. Keep your shoes in good condition. Polish them and take them to a shoemaker for repairs if necessary.
3. Don't wear heels that are too high and make it difficult for you to get around.

4. Your hair should be neatly styled. Bring a comb and duck into a restroom for a quick touchup if necessary before you begin your workday.
5. Keep makeup, if you choose to wear it, subtle.
6. Nails should be clean and neat. Make sure they aren't overly long.
7. Dress for the job you want. If you aspire to be a [manager](#), dress like the managers in your company.

Rules for Casual Dress at Work

Although most people love the idea of not having to wear a suit to work every day, in theory, casual dress policies can be confusing. If your employer's policy doesn't go into much detail, you may wonder how informal your attire can be. The best source for this information is the human resources department or your manager, but here are some general rules you can follow until you can learn more:

- Dressing casually doesn't mean you have a license to be sloppy. Don't wear your old, faded jeans and t-shirts to work.
- Do not, under any circumstances, wear t-shirts with inappropriate things printed on them or that say anything that might make others uncomfortable. For instance, don't wear your politics on your sleeve, literally, for the same reasons you should [avoid discussing politics at work](#).
- Short-shorts and tank tops are off limits. Save your beachwear for days you are off from work. Flip flops are also a no-no.
- You can't go wrong with khakis and a sports shirt, sweater, or blouse.
- If you are going to a meeting or making a presentation, [professional attire](#) may be for the occasion.