HUMANITIES
Career Networking Expo

Creating Connections.
Building Bridges.

CAREER EXPO GUIDE
ATTENDEE INFORMATION
CAREER READINESS RESOURCES
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Pathways Mission &amp; Programs</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Alumni in Attendance</td>
<td>4</td>
</tr>
<tr>
<td>Industries &amp; Employers Represented</td>
<td>9</td>
</tr>
<tr>
<td>Expo Preparation Resources</td>
<td>12</td>
</tr>
</tbody>
</table>
Mission
The mission of USC Dornsife Career Pathways parallels the central mission of the University of Southern California to cultivate and develop the human mind and spirit. Career Pathways works to align students’ academic interests with individual career and professional pathways through exploration and engagement in curricular and co-curricular opportunities. Career Pathways works in collaboration with academic advisors, career counselors, Faculty, and alumni to provide a network of resources to address students’ professional aspirations.

Services & Programs
◇ Curricular and co-curricular advisement and planning | Career exploration
◇ Resume, cover letter, & CV review | Mock interviews | Internship search
◇ Career newsletters & career readiness programs
◇ Employer recruitment events
◇ Job/Internship opportunities

Career Pathways Advisors

Octavio Avila
Director | Humanities

Cynthia Kossan
Social Sciences

Vivi Nordstrom
Natural Sciences

Career Advising Appointments
Walk-In Schedule

Post Job/Internship Opportunities:
USC Dornsife Career Pathways
USC Career Center
GRACE JOHNSTON
B.A., Creative Writing
Minor, Screenwriting
As an Editorial Specialist at Snapchat, Grace Johnston works with media companies around the world to optimize their content for Snapchat’s Discover Feed. She focuses on finding new content and improving existing content so that the Discover feed is an entertaining and informative place for Snapchat’s users to consume content.

Editorial Specialist, Snap Inc.

PAUL M. NOVAK
Studio Manager/ Editor, Vanessa Beecroft
B.A., Classics and Art History
M.A., Classical Art and Archeology
Paul Novak studied Classics and Art History at USC, after which, he completed a master’s in Archaeology at Oxford. Since then, he has worked at LACMA here in Los Angeles and interned at Christie’s in San Francisco. He is currently working as a Studio Manager/Editor for Vanessa Beecroft, an internationally known Italian performance artist, working primarily on projects connected to her ongoing collaborative relationship with Kanye West.

JULIA HART
B.A., International Relations
Global Economy, French
Julia studied IR Global Economy and French at USC. Upon graduating in 2018, she began working in Feature Development at DreamWorks Animation where she has assisted four senior executives, including her current position with the CCO.
ALEXANDRA BELTRAN  
B.A., History  
Political Consultant

Alex Beltran received her Bachelor’s in History from the University of Southern California in 2010. After graduating, she started working for Youth Action Project, a local nonprofit that helps students in San Bernardino. Later she joined the San Bernardino County Young Democrat club in 2011 and stayed involved in campaigns, eventually getting hired on a Congressional campaign in 2014 for Eloise Reyes. In 2014, she also joined San Bernardino Generation Now, an organization working to improve the city through civic engagement, art, community service, and culture and also started working for the Regional Parks Department of the County of San Bernardino as a Media Assistant, but was laid off in 2015 due to budget cuts. In 2016 she worked on a campaign for State Assembly in the 40th district as Operations Manager. The following year she became a fellow with the Women’s Policy Institute’s County program working on policy around Sex Education. She also worked on a local school board race in San Bernardino as a Data Specialist. Last year she ran for City Council in the 4th Ward of San Bernardino and lost by only 8 votes. This year she is on the board for the California Young Democrats.

ERICA ROBLES  
Research Operations Coordinator, The RAND Corporation

Erica Robles currently works at the RAND Corporation, which is a nonprofit institution that helps improve policy and decision making through research and analysis. Since starting in 2015, she has been involved with all levels of policy at various stages and in a variety of focus areas. Working as a Research Operations Administrator, she has had the opportunity to focus her operational portfolio on Homeland and National Security questions. Overall, the work which RAND provides, gives a nonpartisan analysis which is widely respected for operating independent of political and commercial pressures.
I began my career in television as a communications executive where I worked for Univision, CBS, Nickelodeon/MTV, Paramount Television and prior to launching my own company, Marketing & Communications. My agency has developed and executed countless mainstream, Hispanic and Multi-Ethnic campaigns for national, state and city departments and agencies, cities and elected officials, non-profits, financial and investment companies as well as for entertainment and consumer clients. In 2019, I launched Order & Flow, an organization and staging company that specializes in working with real estate agencies to prepare listings for sale.

Christina Schoellkopf is an entertainment journalist for the Los Angeles Times, where she has had the privilege of interviewing Tom Hanks at the “Toy Story 4” world premiere, booking Meryl Streep and other Oscar winners while managing a film festival studio, and breathing the same air as Beyoncé. A National Art and Entertainment Journalism Award winner, she previously served as social media manager at the Hollywood Reporter after graduating summa cum laude from the University of Southern California with degrees in broadcast and digital journalism and history. Schoellkopf also works part-time for the USC Shoah Foundation and enjoys volunteering as a tutor for homeless children through School on Wheels. She also competes in races and triathlons to help work off that movie popcorn.
Jessica Urena

B.A., Art History, Anthropology
M.A., Public Administration

Development Manager for Special Projects,
A Plaza de Cultura y Artes

Jessica is a passionate philanthropy expert and social sector advocate committed to helping nonprofit organizations navigate the intersection of technology and social good. She has more than 15 years’ experience helping arts and culture organizations build effective and sustainable contributed income programs. Currently she is the Development Manager for Special Projects at LA Plaza de Cultura y Artes, where she is working to launch LA Plaza Cocina, the country’s first museum and teaching kitchen dedicated to Mexican cuisine. Jessica is a native of East Los Angeles and first generation American. She holds a B.A. in Art History from the USC Dornsife College of Letters, Arts and Sciences and MPA with an emphasis on nonprofit management from the USC Price School of Public Policy.
Emily Parker New (She/Her) is the Diversity & Inclusion Coordinator for Munger, Tolles, & Olson LLP. Her work focuses on strengthening pipelines into the legal profession, supporting and retaining diverse attorneys, and recruiting diverse talent through scholarships and fellowships. Advancing diversity, inclusion and belonging in the workplace is a passion that was fueled by her B.A. in American Studies & Ethnicity at the University of Southern California. Although only a recent graduate, Emily has worked for 20th Century Fox as a Television Research Intern and NBCUniversal as their Corporate Diversity & Inclusion Intern. From Entertainment to “BigLaw,” Emily is dedicated to shifting corporate culture and interrupting workplace bias.

Marissa is a litigation associate at O'Melveny & Myers. In both her current role and past position at the LA City Attorney’s Office, Marissa has worked on behalf of local governments on a wide range of public interest cases, ranging from suing the federal government to halt its harmful immigration policies to suing businesses in Los Angeles that take advantage of workers. Outside of work, Marissa is politically active and is proud of her work supporting female candidates for state and local office.

B.A., Philosophy, Politics, and Law
M.P.D., Public Diplomacy
J.D., Doctor of Jurisprudence
INDUSTRIES AND EMPLOYERS PRESENTED

Banking and Finance

J.P. Morgan

Representative:
Alex Mckindra, Managing Director

JPMorgan Chase is one of the oldest financial institutions in the United States. With a history dating back over 200 years, they are a leading global financial services firm with assets of $2.6 trillion, a leader in investment banking, financial services for consumers and small businesses, commercial banking, financial transaction processing and asset management.

Business

Hajoca Corporation

Representatives:
Noe Bernal, Strategic Recruiting Partner
Anthony Aguilar, Management Trainee

Hajoca Corporation, started in 1858 in Philadelphia, PA, is the nation’s largest privately held wholesale distributor of plumbing, heating and air conditioning, industrial pipes-valves-fittings, pool and waterworks supplies for residential, commercial, industrial, and infrastructure construction. Hajoca has more than 450 locations throughout the United States, representing the premier product lines in the industry.
Peace Corps is an organization that sends paid volunteers overseas for 27 months of service in developing countries. Our volunteers are in over 50 countries in the world performing grassroots level work impacting the lives of others on a daily basis. Peace Corps is an immersive experience wherein our volunteers become fluent in foreign languages and learn in-depth about other cultures by living like host country nationals. Our returned volunteers benefit from our Coverdell Fellowship that covers tuition costs at 144 major universities across the nation.

Representative: Michael Bolden, Manager
ROYAL INDUSTRIAL SOLUTIONS is an Industrial Solutions provider that combines technical expertise with customer service. The company is based around Industrial Automation and has technical roles, operations, sales and project management roles. Positions are open to all majors.

Representative: Ally Van Deuren, University Relations Lead
Korn Ferry is a global organizational consulting firm. We work with clients to design their organizational structures, roles and responsibilities. We help them hire the right people and advise them on how to reward, develop and motivate their workforce.

Representative: Natalie Smerkanich, Senior Regional Recruiter
Peace Corps is an organization that sends paid volunteers overseas for 27 months of service in developing countries. Our volunteers are in over 50 countries in the world performing grassroots level work impacting the lives of others on a daily basis. Peace Corps is an immersive experience wherein our volunteers become fluent in foreign languages and learn in-depth about other cultures by living like host country nationals. Our returned volunteers benefit from our Coverdell Fellowship that covers tuition costs at 144 major universities across the nation.

Representative: Stephen K
The CIA is an independent agency responsible for providing national security intelligence to senior US policymakers. The Director of the Central Intelligence Agency (D/CIA) is nominated by the president with the advice and consent of the Senate. The Director manages the operations, personnel, and budget of the Central Intelligence Agency.

Representatives: Phuong Luu, Claudia Vazquez, Assistant Manager, Cash Services
The Federal Reserve Bank of San Francisco’s Cash Operation is responsible for the administrative services and controls that provide currency and coin to financial institutions in the largest of the 12 Federal Reserve Districts.
Teach For America (TFA) is a selective leadership development program that works to address educational inequity. Our members work in communities around America to achieve the day when every child has an equal opportunity to learn and thrive. With TFA, you will change the future for America’s students while also growing immeasurably as a leader and educator.

CA State Auditor ensure the effective and efficient administration and management of public funds and programs. It is our job to help make sure that California government stays one step ahead. As the State’s independent external auditor, we provide nonpartisan, accurate, and timely assessments of California government’s financial and operational activities in compliance with generally accepted government auditing standards.

826LA is a non-profit organization dedicated to supporting students ages 6 to 18 with their creative and expository writing skills, and to helping teachers inspire their students to write. Our services are structured around our understanding that great leaps in learning can happen with one-on-one attention, and that strong writing skills are fundamental to future success. With this in mind, we provide after-school tutoring, evening and weekend workshops, in-school tutoring, help for English language learners, and assistance with student publications. All of our programs are challenging and enjoyable, and ultimately strengthen each student’s power to express ideas effectively, creatively, confidently, and in their individual voice.

Oracle offers a comprehensive and fully integrated stack of cloud applications, platform services, and engineered systems. We provide a complete technology stack both in the cloud and in the data center. The largest corporations and governments in the world use our market-leading products. Oracle employees enjoy competitive salaries, excellent health benefits, and a network of like-minded co-workers that drive innovation across the entire technology industry. Oracle’s world-class global strategic sales organization offers entry level inside sales and business development opportunities in a variety of disciplines.
Plan it

Career Readiness Guide

The following career readiness guide identifies steps to work towards achieving your career goal. Users can adopt and develop the guide as a career readiness system to support the achievement of a career goal. First, answer the career goal question. Then, assess steps 1-4 to determine the immediate actions needed to complete your career goal. Complete as many steps required.

What is your career goal?
Goal should be Specific, Measurable, Attainable, Realistic, and Time-bound.

Action Item 1:
Action Item 2:
Action Item 3:

Assessment
- Reflect and identify career goal
- Determine your values
- Perform a CareerBeam career-assessment
- Assess preferred work environment and lifestyle
- Complete an MBTI Personality Type Assessment
- Discuss career interests with a Career Pathways Advisor
- Conduct a Strong Interest Inventory
- Talk to a Pre-Health, Pre-Law, or Pre-Grad advisor
- Describe your personality
- Meet with USC Dornsife Faculty
- Identify skills and abilities
- Contact a Career Center counselor

Exploration
- Explore majors, minors, and elective courses
- Conduct Informational Interviews with USC Alumni
- Study Career Pathways Major 2 Career Maps
- Review ONET online & BLS Occupational Handbook
- Review What can I do with a major in on connectSC
- Research on connectSC Vault, Hoovers, Glass Door, etc.
- Network on LinkedIn & the USC Career Network
- Work. Intern. Research. Volunteer & more!

Skill-Development
- Critical Thinking/Problem Solving
- Leadership
- Oral /Written Communication
- Professionalism/Work Ethic
- Teamwork/Collaboration
- Career Management
- Information Technology Application
- Global & Intercultural Fluency

Career Search
- Establish professional social media like LinkedIn
- Practice interview skills
- Draft a Resume or CV
- Identify career opportunities
- Write a Cover Letter
- Apply for career opportunities
- Develop your Elevator Pitch
- Negotiate offers when applicable

STEP 1
- Reflect and identify career goal
- Determine your values

STEP 2
- Explore majors, minors, and elective courses
- Conduct Informational Interviews with USC Alumni

STEP 3
- Critical Thinking/Problem Solving
- Leadership
- Oral /Written Communication
- Professionalism/Work Ethic
- Teamwork/Collaboration
- Career Management
- Information Technology Application
- Global & Intercultural Fluency

STEP 4
- Establish professional social media like LinkedIn
- Practice interview skills
- Draft a Resume or CV
- Identify career opportunities
- Write a Cover Letter
- Apply for career opportunities
- Develop your Elevator Pitch
- Negotiate offers when applicable
Talking about yourself is extremely useful when meeting a prospective recruiter, representative or faculty for a desired internship, research position, employment or career opportunity. An “elevator pitch” is a useful speech or statement to prepare in advance of such opportunities. The statement is referred to as an elevator pitch because delivering it should take about as long as it takes to get from one floor to another on an elevator. Although an elevator pitch can be created, practiced, and developed, it should provide an accurate and authentic representation of you. Practice your pitch so

Pitching Frameworks

1-2-3 Pitch

1. **Introduction**: Introduce yourself and share pertinent information such as your major, minor, year in school, organization, leadership position, etc.

2. **Interest**: Articulate your interest in the organization and in a position of either an internship, part-time or full-time position. Briefly share experiences or skills relative to the position.

3. **Action**: Identify what you wish to do such as talk about career opportunities, leaving a copy of your résumé, applying for a position, or following-up with a phone conversation.

**The Pixar Pitch: The pitch as story-telling**

The purpose of framework is to bring focus to the narrative. You can use the Pixar framework to tell your story. *Adapted from Daniel H. Pink’s, To Sell is Human, 2013.*

**Pixar**

*Once upon a time____________________________
Every day,_________________________________________
One day,__________________________________________
Because of that,____________________________________
Because of that,____________________________________
Until finally,_________________________________________

Now, use comparable substitutes to start your pitch and follow the suggested sequence.

**Example:**

“I’ve always been fascinated with research. *Every day,* I would stay after-school to grow cultures at my high school’s biology lab. *When* I came to USC, I was able to conduct research on Drosophila melanogaster in Dr. Mc Fly’s lab. *Our findings* showed a decrease in eye pigment cells in wild-type flies. *My research overlaps with* your work on photoreceptor cells. *That is why* I am interested in conducting research in your lab.”
Networking

Who you know is equally important as what you know. Networking is about establishing and developing social relationships. It is about making a connection with people. When you make a connection with someone, you not only make a connection with the individual, but you open the potential to connect with the person’s network of individuals. This network serves as a type of social capital that can be tapped into and leveraged. When you network, you take an active measure to realize your goals. Chances are, you already network and don’t realize it. Below are suggestions for networking.

You know you Networked if:

1. At the end of a conversation, you have the name of a person who is in a position to help you
2. At the end of a conversation, you learn of a new employer or organization that is of interest to you
3. At the end of a conversation, you learn new information that helps you in the realization of a goal

Networking opportunities

There are multiple ways to network; planned or unplanned. The following are recommendations to help you get started:

- **In-person** - at your place of employment, internship, research, etc
- **USC Career Network** – a database of USC alumni available for career guidance and networking. Available via connect SC
- **LinkedIn** – you can search by alumni, career, and even major to find people with similar backgrounds and request to learn about their career path
- **Informational interviews** - conducting an informational interview is a great way research a career and network. Simply, locate an individual who is in a career of interest and request an informational interview
- **Professional associations** - join associations in your area(s) of interests
- **Faculty** - you have the oppor-

Planned Happenstance & Opportunity

*Planned happenstance* is ability to create opportunity from unplanned events. Much of career development focuses on planning, preparation, and known events; i.e. résumés, interview skills, attire, and career fairs. Planned happenstance is about planning and preparing for the unknown and creating opportunity from seemingly chance experiences. It is a perspective that transforms chance events into opportunity through purposeful action. Planned happenstance does not ignore planning and preparation. It evolves it to a level of mastery (*Mitchell, Levin, and Krumboltz*, 1999).

Networking Principles

1. Take risks
2. Do what you love
3. Talk to people
4. Act; put yourself out there
5. Engage others
6. Persist; keep at it
7. Leverage your student-identity

Connect it

USC University of Southern California

USC Dornsife Career Pathways | GFS 320 | 213.821.4728 | careerpathways@dornsife.usc.edu | dornsife.usc.edu/careerpathways
Informational Interview Best Practices

Purpose: The purpose of an informational interview is to learn a first-hand account of your career choice of interest from professionals working in the field. You may learn additional information not available through traditional exploration guides or online resources while providing the opportunity to practice communication skills.

Do

◊ Research the company and person with whom you are conducting the informational interview
◊ Prepare a list of questions that you can ask
◊ Bring a notepad or tablet for you to take notes
◊ Ask if it is okay for you to take notes during the interview
◊ Dress professionally
◊ Have your personal business card ready
◊ Follow up with a thank-you note, either handwritten or e-mail, within 48hrs.

Don’t

◊ Don’t ask for a job
◊ Don’t give them your resume (unless they request it)
◊ Don’t be late

Suggested questions to ask:

◊ How would you describe the environment you work in?
◊ How would you describe a typical day at work?
◊ What portion of your job involves interacting with others?
◊ What college courses have been most helpful to you in your job?
◊ What types of special skills are necessary to perform your job?
◊ Is special certification, training, or an advanced degree required for your job?
◊ What personal qualities do you see as important for success in this occupation?
◊ What do you like most about your job?
◊ How did you get interested in this area of work?
◊ What was your undergraduate major field of study?
◊ Did you have any practical experience or training, other than college?
◊ How would you advise me to prepare myself for a career in this field?
Career readiness of college graduates is of critical importance in higher education, in the labor market, and in the public arena. Yet, up until now, “career readiness” has been undefined, making it difficult for leaders in higher education, work force development, and public policy to work together effectively to ensure the career readiness of today’s graduates.

In accordance with its mission to lead the community focused on the employment of the new college graduate, the National Association of Colleges and Employers (NACE), through a task force comprised of representatives from both the higher education and corporate sides, has developed a definition and identified competencies associated with career readiness for the new college graduate.

**COMPETENCIES:**

**Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

**Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

**Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

**Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

**Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

**Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

**Career Management:** Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

**Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.
USING THE DEFINITION AND COMPETENCIES

How do the definition and competencies help those focused on ensuring new college graduates have the skills necessary to enter and become part of a strong, productive work force?

The definition and competencies provide for development of strategies and tactics that will close the gap between higher education and the world of work. They lay the foundation for the work necessary to prepare college students for successful entry into the work force by:

- Providing a common vocabulary and framework to use when discussing career readiness metrics on campus, within employing organizations, and as part of national public policy.
- Establishing defined competencies as guidelines when educating and advising students.
- Establishing defined competencies to identify and assess when hiring the college educated.

NOW AVAILABLE: CAREER READINESS RESOURCES

NACE members have generously shared a variety of resources designed to support your efforts in integrating career readiness into your programs and services. You can access those materials and measurements at www.naceweb.org/career-readiness/competencies/career-readiness-resources.