

Chronicles

CAREER QUEST LEARNING CENTERS • AUGUST 2019

Student Association Offers Skills and Friendship

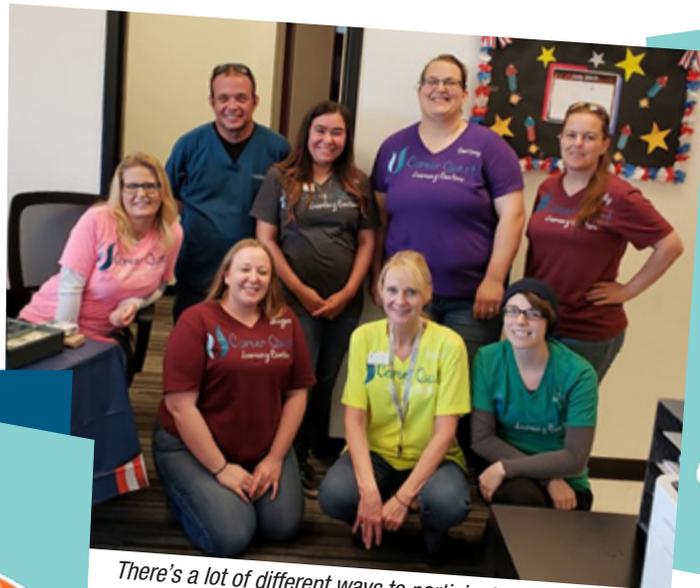
Between school, work and family, Career Quest (CQ) students are busy people. With all that going on, why would they add on Student Association too? Besides getting to know fellow students better, Student Association helps with leadership, event planning and time management skills, while also building a stronger professional network.

"I decided to join the Student Association to branch out of my comfort zone," shares Devyn Mysilwski. The Bay City Medical Office Administrative student goes on to say, "It made me more confident in myself and my speaking skills, which helped me get rid of my shyness."

"I typically am not a people person and Student Association has gotten me to open up and talk more," Lansing Medical Assistant (MA) student Destiniee Hagebock adds.

The CQ Student Association is a place where students come together to better their educational atmosphere, while also gaining insight into what it's like to work as part of a team.

As Lansing Campus Student Association President Melissa Thurlby shares, "Student Association has helped me gain more self-confidence, which I've always lacked. Student Association is for students and run by students, which is what makes it so great."



There's a lot of different ways to participate in Student Association!



There are many benefits to being a part of Student Association, but perhaps one of the most important is the professional skills students obtain. Future employers place importance on the ability for students to take initiative.

"Running our Student Association school store has helped me open up to my classmates and instructors because I have to communicate with them more," Lansing MA student Samara Keyton says. "It has also helped with skills I can use in school, work AND everyday life. I've realized stress management, time management and organization are keys to being successful."

What do Student Association members do?

- Organize clinics and study groups
- Put on fundraisers to help those in need
- Host family fun days
- Recognize the senior students every term
- Recruit new members
- Hold elections for leadership
- Set an example for others

In addition to getting to know people and learning skills, Student Association gives CQ students the chance to give back to the community through a variety of fundraisers and special events.

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Staff Member of the Month

Financial Aid Officer **Theresa Coates** is this month's Employee of the Month because she performs her job at an exemplary level, while consistently demonstrating an extraordinary commitment to her students and to Career Quest as a whole. "She provides exceptional customer service to prospective and current students and efficiently provides key information and direction to our students," shares Director of Financial Aid Jennifer Marsh. "She has a willingness and desire to go above and beyond to help others and I couldn't be more happy that we are acknowledging her work and effort." Congratulations Theresa!

How to Clean Up Your Social Media Presence Before THE BIG INTERVIEW

Did you know that employers check out the social media accounts of job candidates before they hire? And more than half decide not to hire someone because of something they saw! If that's not a good enough reason to clean up your social media presence, we don't know what is. After all, you've done a ton of work and dedicated a lot of time in pursuit of a better career and a better life. You don't want to give up your shot because of one bad decision that was captured in cyberspace.

Don't worry. There are ways to fix these things before you go out on the job search. The following five tips will help you clean up your profiles and remind you how to avoid social media mistakes that could prevent you from landing the job of your dreams.

1. Don't Hit Delete

It sounds like the easiest thing in the world. Just pull down all your accounts that might contain questionable content. After all, if employers can't find your online presence, they can't find anything bad, right? Nope. Actually, you're probably still out there. But more importantly, you probably want to be. No social media presence may send up a red flag to some potential employers — as in what are you trying to hide?

2. Choose the Right Privacy Settings

So instead of hitting delete, up your privacy settings so only people you actually know and trust get to see what you post. All the social media platforms make it easy to adjust your privacy settings. For example, on Facebook, you'll go to "Privacy Settings and Tools." There you can decide with whom to share what, which means you can choose who sees your future posts. You can also control who tags you in their posts. You can even look back in time and change the audiences on posts you've already shared. And when you make new posts, you can select who's going to see those. Choose wisely.

3. Google Yourself

Really, this is the first step you'll want to take. That's because it's likely the first step a social media sleuth in that new company you want to work for will take. A hiring manager or someone who works for them is going to find out what's out there on you. You need to know first, especially if you have an uncommon name, you won't be able to hide much. Be proactive. If something shows up that is inaccurate or unflattering, do your best

to take it down. If you can't, you'll at least want a ready explanation. On the other hand, did you know that one of the first social media channels that shows up in a Google search is LinkedIn? If you don't have a LinkedIn page, we encourage you to make one. Read on to tip #4 to learn more.

4. Build a Professional LinkedIn Profile

LinkedIn is an important tool if you're looking for a new job. And not just because it's likely to show up first in a Google search. It's the go-to site for many employers looking to hire. It's a great place to network and learn about job postings and you can get active on industry sites even before you're working there. But make sure that you optimize your profile. What does that mean? Just pay attention to what the site tells you to do. Start with your LinkedIn headline. That tells employers what you do professionally. Even if you're currently unemployed you can give yourself a title that fits. Are you looking for a Medical Assistant job? If you have the right credentials, this could be your headline: Medical Assistant in Greater Lansing.

As you build your profile, make sure to conform to the rules of the game: First name: 20 characters; last name: 40 characters; headline: 120 characters; summary: 2000 characters. Don't worry, the site will help you with step-by-step instructions. And don't forget your picture. Profiles with pictures get up to 21 times more views than those without. But be professional. You only get one chance to make that first impression and for many people it happens on social media. Make yours a good one.

5. Make Good Choices

Now that you have an idea of how much of an influence social media might have on your job prospects, it's important to pay attention to what you post. Every time you have the urge to hit share, ask yourself: would my future boss think this is okay? If your answer is no, stop —before it's too late.

Does your social media presence measure up? At Career Quest Learning Centers, we don't just train our students for a great career, we give them tools to get there. Our team of experts can give you advice on searching for a job, preparing for an interview and cleaning up your social media to improve the chances you'll get hired. Check out all our programs in business, child care, healthcare, information technology and the trades.

STUDENT ASSOCIATION

Continued from front page

Bay City Administrative Assistant student Kim Schollaert shares, "I like to be a part of events that give back to the community. I love the friends I've made, the people I've met, and the relationships are irreplaceable."

What does it take to be part of Student Association?

- Open mind
- Positive attitude
- Willingness to work hard
- Desire to help others

"It has helped me become more social and stay connected with my community," says Bay City MA student Rebekah Brissette. "My favorite part is planning events and socializing. It's a great opportunity to be involved and also looks great on your resume."

Of course, the benefits to Student Association go way beyond the professional. Bay City MA student Cory Ziegler says, "I decided to join Student Association to be an aspiring role model for my daughter and others."

While it's officially called forming a network, what many students are doing through Student Association is building lifelong friendships.

"I wanted to give back to the school that gave me the opportunity to better myself," says Bay City MA student Amanda Phillips. "My favorite part about Student Association is that the family community feel is not just inside the classroom. Everyone is so accepting."



Jackson campus

209 E. Washington Ave., Ste 241 • Jackson, MI 49201 • (517) 990-9595

Student of the Month • July



Medical Assistant student **Tammy King** has been a true joy to have in class, showing up on time every day and always helping her classmates out. "She continues to strive for greatness, and has taken the time to be a tutor and provide extra help to those who may not grasp the material as easily," shares Jackson Campus President Doreen Kellum. "She turns in all of her work on time and with great quality, and she is never shy about asking questions to get better clarity." Tammy King is a great example of an extraordinary CQ student and Student of the Month!

Lansing campus

3215 S. Pennsylvania Ave. • Lansing, MI 48910 • (517) 318-3330

Student of the Month • July



Future Medical Assistant **Kendall Jackson** has been chosen as Student of the Month for the Lansing campus for being such a great embodiment of Career Quest and our mission. "She puts in a tremendous amount of time and energy into bettering herself and helping others," says Lansing Campus President Mollie Woodworth. "She has great communication skills, time management and a huge personality." We are so proud of Kendall and can't wait to see where the pursuit of her dreams lands her!

Mount Pleasant campus

2116 Mission St. • Mount Pleasant, MI 48858 • (989) 817-4431

Student of the Month • July



Congratulations to **Michael VanGilder**, who was nominated as student of the month for Career Quest's Mount Pleasant Campus. Michael is a Medical Assistant student who always goes above and beyond in all aspects of his education. "He is an outstanding student, motivated to succeed, always prepared and willing to help out others," says Mt. Pleasant Campus President Shelby Dalgleish. "It's clear he has a love for learning, and that shows through all that he has accomplished thus far." We are so proud of Michael and the strides he continues to take on his journey to a more rewarding career!

Bay City campus

3900 State Street Rd., Ste 200 • Bay City, MI 48706 • (989) 322-3900

Student of the Month • July



Cynthia Abbs is a devoted Medical Assistant student who is getting ready to rock out her externship, and we're going to miss seeing her genuine smile on a daily basis. "Cindy is a true role model when it comes to personality and bedside manner, as it just comes naturally for her," says Bay City Campus Manager Cassie Ferrer. "She is such a pleasant person to be around, and she treats everyone with Golden Rule standards. Cindy handles challenges graciously and is great proof that you can do anything you set your mind to." Cindy is going to do great things with her Medical Assistant career because of her hard work and her desire to help others.

AUGUST EVENTS

Jackson

- Aug 1**CNA Orientation, 10:00 a.m.
- Aug 5-8**Career Quest booth @ Jackson County Fair
- Aug 14**Student Appreciation Event, 5:30 p.m.
- Aug 15**Student Appreciation Event, 1:15 p.m.
- Aug 16**CPR Training for Seniors, Boardroom, 5:00 p.m. – 9:00 p.m.
- Aug 22**CNA Orientation
- Aug 28**New Student Orientation, 1:30 p.m.
Senior Send-Off, 1:15 p.m. and 5:30 p.m.

Mount Pleasant

- Aug 5**Resume Workshop, 1:30 p.m.
- Aug 12**Mock Interview Activity, 1:30 p.m.
- Aug 14**Open Labs, 12:00 p.m. – 5:00 p.m.
- Aug 15**Student Appreciation Event, 11:00 a.m. and 7:30 p.m.
Open Labs, 12:00 p.m. – 5:00 p.m.
- Aug 16**CPR Training for Seniors, 9:00 a.m. – 12:00 p.m.
- Aug 23**Open Labs for Seniors, 9:00 a.m. – 12:00 p.m.
- Aug 29**New Student orientation, 1:30 p.m.
- Aug 30**Pre-Externship Meeting, 1:30 p.m. and 4:30 p.m.

Bay City

- Aug 6**National Root Beer Float Day — Floats offered during break!
- Aug 8**Student Association Meeting, 1:30 p.m.
- Aug 14**Student Appreciation Event, 11:00 a.m. and 5:30 p.m.
- Aug 22**Student Association Ice Cream Social, 2:30 p.m. – 5:30 p.m.
Pie an Instructor Fundraiser, 4:00 p.m.
- Aug 26**Student Association Meeting, 1:30 p.m.
- Aug 28**Senior Walk, 1:15 p.m. and 5:30 p.m.
- Aug 29**New Student Orientation, 11:00 a.m. and 5:30 p.m.
Senior Walk, 5:30 p.m.

Lansing

- Aug 1**CNA Orientation, 10:00 a.m.
Student Association Back to School Drive begins
Open Labs/Study Time, Room 9, 10:00 a.m. – 4:00 p.m.
- Aug 5**Student Appreciation Event, Student Breakroom,
11:00 a.m. and 5:10 p.m.
CNA Classes begin
- Aug 6**Open Labs/Study Time, Room 9, 10:00 a.m. – 2:00 p.m.
- Aug 7**Student Association Meet & Greet, Student Breakroom,
11:00 a.m. and 7:30 p.m., Pizza served!
- Aug 9**CPR Training for Seniors, Room 9, 11:45 a.m. – 4:00 p.m.
Pre-externship meeting, Room 9, 11:30 a.m.
- Aug 13**Open Labs/Study Time, Room 9, 10:00 a.m. – 2:00 p.m.
- Aug 14**Student Association Pizza Fundraiser (during break sessions)
- Aug 15**Open Labs/Study Time, Room 9, 10:00 a.m. – 4:00 p.m.
Student Association Pizza Fundraiser (during break sessions)
Student Association Back to School Drive ends
- Aug 16**Certification Study Group, Room 9, 12:00 p.m. – 4:00 p.m.
- Aug 20**Open Labs/Study Time, Room 9, 10:00 a.m. – 2:00 p.m.
- Aug 22**CNA Orientation, 10:00 a.m.
Open Labs/Study Time, Room 9, 10:00 a.m. – 4:00 p.m.
- Aug 23**Certification Study Group, Room 9, 12:00 p.m. – 4:00 p.m.
PCT Orientation, 12:30 p.m.
- Aug 26**CNA Classes begin
- Aug 27**Open Labs/Study Time, Room 9, 10:00 a.m. – 2:00 p.m.
- Aug 28**New Student Orientation, 1:30 p.m.
- Aug 29**Open Labs/Study Time, Room 9, 10:00 a.m. – 4:00 p.m.
- Aug 30**Certification Study Group, Room 9, 12:00 p.m. – 4:00 p.m.

*“As soon as I accomplish one thing,
I just set a higher goal. That’s how
I’ve gotten to where I am.”
—Beyonce Giselle Knowles*

AUGUST HOLIDAYS

- Aug 2** Campuses closed
- Aug 4** Friendship Day
- Aug 9** Book Lovers Day
- Aug 16** National Tell a Joke Day
- Aug 21** National Senior Citizens Day
- Aug 26** Women’s Equality Day
National Immunization Awareness Month
National Eye Exam Month



HAPPY
Friendship
Day