As you complete the Career Preparation Modules and related readings, activities and assignments you have created a Job Search Strategy that is unique to you. Use the following template to document your job search plan at this point in time. As you begin to implement your plan your goals, motivations, job interests, etc. may change. Therefore continue to use this template as way to keep yourself accountable and focused to find a job, employer and career that best fits your needs and is unique to you.

Your Name: Yinlu Gong

Date: Jan.30, 2024

List your career goals. - Module 2 - Using the SMART goal method develop your list of 3-4 Career goals.

Insert your 3-4 SMART career goals here.

1. By the end of the semester, I can accomplish >300 leetcode intermediate problems.

2. By the end of the school year, I can complete a project alone using Java.

3. By the end of the school year, I can attend more than 3 career related events or workshops.

List your experience, skills and strengths. Reflect back on the readings and activities you completed in Module 4 – Build Your Brand. Create a list of your top 5 skills and your top 5 strengths. Include a brief example for at least 3 of your top skills, i.e., how you demonstrated the skill, and a brief example for at least 3 of your top 3 strengths, i.e., how you demonstrated the strength.

Insert your top 3 skills with your examples and your top 3 strengths with examples here.

1. Working in a collaborative environment: In my previous job, I have abundant working experience working collaboratively with different teams across various divisions in different regions. In a meeting where it is involved with team members from two teams in two different regions. I actively collaborated with the two teams' MDs and gathered their requirements and feedbacks. Through numerous meetings, the final output aligned perfectly with the team's and client's expectations.
2. Time Management: I used to work on several high-level cases with different deadlines. I can always manage them and meet the deadline by multi-tasking.
3. Attention to details: Since my previous work are extremely involved with transaction details, my meticulous attention to details helped me identify the potential financial risk that are embedded in every single financial transaction and made me excel in my work.
4. Problem-solving
5. Effectively communication skills

Create your list of companies you'd like to work for from the list you created in Module 3 – Researching the Job Market. Modify the list to include 6-8 companies that interest you the most. This is an opportunity to not only list the companies but also include comments why you would like to work there.

Insert your list of the top 6-8 companies and why you would like to work for them here

1. Twillio: Segment is a customer data platform and helps collect, clean and control their customer data. It is the kind of industry that I am very interested in and learning distributed systems.
2. Plaid: Plaid is a fintech company that provides APIs for connecting applications with users' bank accounts. It's often used by smaller financial technology startups to streamline and secure financial data access. I think my background in finance will be a perfect fit.
3. Conda: Coda is an all-in-one document editor that combines documents, spreadsheets, and databases. It's utilized by smaller teams for its collaborative features and flexibility in organizing information.
4. Notion is a collaboration and note-taking app that provides a flexible workspace for teams and individuals. It gained popularity for its versatility and ease of use. It is more data science related and SaaS related where I can exploit my SQL skills.
5. Patreon is a platform that enables creators to receive financial support from their fans or patrons. It has been instrumental in helping independent artists, writers, and creators

Create a "to-do" list prior to starting your job search. An effective "to do" list is not just a list of things that you plan to do. Instead it is a list of things you plan to do that includes prioritization and due dates.

Some examples of action items include: researching your top 5 companies of interest to learn more about what they do and their company culture. Or a list of the top 5 job descriptions you plan to research. Or creating a list of your professional references and contacting these references to request permission to use their name and contact information should an employer request your list.

Create a "to do" list of the top 5 items that you plan to accomplish as you start your job search. Set realistic deadlines when each item should be finished so that you are accountable and more likely to complete all tasks. After writing down your "to-do list" items, add the items into a calendar or schedule.

Insert your "to-do" list below. Include realistic dates when you plan to complete each task. Note that this is your "to-do" list at this point in time. As your complete the tasks you will continue to add more to your list.

Research Top 5 Companies:
Deadline: April 10, 2024
Conduct in-depth research on my top 5 companies of interest (Twillo, Plaid, Conda, Notion, Amazon). Gather information on their mission, values, company culture, recent news, and any available job opportunities.
Revise and Tailor Resume:
Deadline: May 20, 2024
Review and update my resume, emphasizing key skills, accomplishments, and experiences relevant to the positions I am targeting. Tailor the resume for the specific roles and industries of interest.

What is your professional brand? Refer to Module 4 – Build Your Brand – the module in which you created your Professional Introduction (Elevator Pitch).

Include your written Professional Introduction (Elevator Pitch) here.

Hi, I'm Zoe. I am currently pursuing my MS in CS at NEU. Prior to that, I obtained my bachelor's and master's degree in economics from Bryn Mawr College and Columbia University respectively. My background has provided me with a robust foundation in mathematics and statistics, which has proven highly beneficial in my pursuit of computer science. I've refined my algorithmic skills and am dedicated to continuous practice, Additionally, I bring extensive experience collaborating on projects with diverse teams across various divisions. I am eager to contribute my expertise to innovative projects and make meaningful contributions to your team.

Participate in networking opportunities - Module 5 – Building Your Network. Review the sites for On campus and Off campus Networking events. (Websites included in the module) Check out different Networking events and identify the ones you are interested to attend. Register for the event!

Insert a list of 3-4 Networking events you plan to attend here

1. Wednesday Workshop Series: Customize Your Resume Using Resume AI (Virtual)
2. Curriculum Practical Training (CPT) and Internship Search Workshop (Virtual)

3. Networking Masterclass - How to build a network with high-profile
4. Seattle Tech Career Fair: Exclusive Tech Hiring Event