

Career Profile Form

SCPD Business Excellence Certificate Program

The purpose of this form is to assess your future career goals and give you a stronger understanding of the career of interest.

Name: _____ Industry of Interest: _____

Job Summary

a) Please summarize the focus of the industry of your interest. Include key members, resources and other necessary information:

b) Please state a specific job title/position within your industry of interest:

1. Title: _____

2. Department: _____

3. Required level of education/training: _____

4. Required certificates if, any: _____

Job Description

a) Please list the overall responsibilities associated with your position:

Responsibilities:

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b) Please list personality traits that are necessary to be successful in your job of interest:

Traits:

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c) What is the typical salary range? Are there other benefits associated with this job?

-Range of Salary: \$ _____

-Benefits/Plans: _____

d) What is the typical career path? (e.g.) how does one advance in your field.

e) What are some of the lifestyle factors associated with the positions? (E.g. travel, long hours, etc.):

1. _____
2. _____
3. _____
4. _____
5. _____

Pursuing your Career:

a) What are your short term and long term career goals?

b) Please list the specific steps you need to take in order to reach your career goals:

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c) On a separate sheet of paper, please summarize your industry of interest. Include a thorough position summary with the specific tasks, skills and experiences. You may write it in a resume format. See supplemental forms and resources for sample.

Other Information:

a) After doing research do you feel the same towards achieving your career goals? Did you find your area of interest to match with your personal goals and aptitudes?

b) Please list down the resources you have utilized in creating your career-planning template.

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Career Profile Sample

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Entertainment Industry:

The entertainment industry consists of a large number of sub-industries devoted to [entertainment](#). However, the term is often used in the [mass media](#) to describe the mass media companies that control the distribution and manufacture of mass media entertainment.

Position of Interest: Producer

Education Requirement-- B.S in marketing/advertising or related business majors

I. Tasks:

1. Coordinate the activities of writers, directors, managers, and other personnel throughout the production process.
2. Perform management activities such as budgeting, scheduling, planning, and marketing.
3. Determine production size, content, and budget, establishing details such as production schedules and management policies.
4. Compose and edit scripts, or provide screenwriters with story outlines from which scripts can be written.
5. Conduct meetings with staff to discuss production progress and to ensure production objectives are attained.

II. Skills:

1. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
2. Time Management — Managing one's own time and the time of others
3. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
4. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

III. Required Experiences:

1. 5 plus years of experience as editor and writer.
2. Experience with video cameras, video capturing from multiple sources, and video editing
3. Experience with pro video formats, including: DVC PRO 50, Digital Beta Cam, Beta SP, DVD, VHS, Digital Video Routers, and Professional Video monitors
4. Entertainment experience preferred

Estimated Salary and number of Employees:

- Median Wage: \$25.21/Hour, \$52,440 annual
- Employment: 83,000 employees/year

Resources

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Helpful Links:

Sports Job Board:

Sports Job Board can assist you in the pursuit of a career in the sports industry. The site offers job listings, an internship center, and sports industry news. Go to www.sportsjobboard.com (username: career, password: sports)

Entertainment Employment Journal:

The Entertainment Employment Journal is an online, interactive database of jobs and internships focusing exclusively on careers in the creative, professional, production and technical areas of the entertainment industry. Since 1992, it has featured over 12,000 industry jobs and over 170 career articles and interviews with industry professionals. Go to www.eejonline.com (user name: csulb, password: eejournal)

Virtual Resource Library:

The Virtual Resource Library on the Career Development Center website has an extensive collection of internet links related to career planning and the job search process. Go to <http://careers.csulb.edu/> and click on “Virtual Resource Library.”

In addition, the Career Development Center has a resource library that consists of different job description in detail. You can visit the Career Development Center at:

Career Development Center
California State University, Long Beach
Brotman Hall, Room 250
1250 Bellflower Blvd.
Long Beach, CA 90840

Phone: (562) 985-4151

Fax: (562) 985-1641

email: info@careers.csulb.edu

website: <http://careers.csulb.edu>

The following Universities also have excellent information regarding resume and cover letter writing, interview tips, how to dress, and questions to ask the organization of interest.

University of Nebraska: <http://www.unl.edu/careers/prepare>

University of North Carolina – Wilmington: <http://www.uncw.edu/stuaff/career/Hotlinks/careerplanning.htm>

University of Tennessee: http://career.utk.edu/students/skills_interview.asp

Virginia Tech: <http://www.career.vt.edu/JOBSEARC/JOBSPG1.HTM>

Massachusetts Institute of Technology: <http://web.mit.edu/career/www/guide>