

Eileen Wisnewski, Director

Location: Virtual 108 (we will be working virtually this fall)

(401) 865-1290; <https://career-education-center.providence.edu/>

Office Hours: M-TH: 8:30-6:00; F: 8:30-4:30

Meet with a Coach – We really want to see you virtually!

- Daily Drop-in Hours – Weekdays 1:00am-4:00pm for quick questions (Zoom link will be in weekly newsletter)
- Scheduled Appointments – Schedule Zoom meeting in Handshake
- Studying Abroad? – Zoom and phone meetings are available
- Classroom/Club/Org Presentations – We love to present to groups of students, just ask!

Career Exploration –

- **FOCUS2** – Online tool that combines self-assessment and career exploration – receive a list of careers based upon your results & helps in major/minor selection!
- **What can I do with this Major?** – Learn about typical career areas by major and how to prepare

Handshake – Targeted, national internship and job database that also features events, interviewing, resource library, peer networking and more: <https://providence.joinhandshake.com>

Resumes – Create one as soon as possible

- VMock – Virtual resume review system that can take care of it for you! www.vmock.com/providence
- Resume Guide – attend a resume workshop use our guide (available in Handshake Resource Library)
- Coaching Review – Jump into Daily Zoom Drop-in Hours or schedule an appointment through Handshake

Interviewing – We assist all students with interviews

- Big Interview – Practice your interviewing with our new on line interview prep system
- Career Coach – Practice with a coach during a scheduled appointment
- Campus Interview Program – Employers conduct interviews virtually

Internships FAQ – All of your internship questions answered

- Jump into Zoom Drop-in hours, schedule an appointment and/or get the handout in the Handshake Resource Library

Career Expos – One each semester – see employers <https://providence.joinhandshake.com>

- Fall 2019: Over 1572 students attended in addition to 140+ grad school, internship, job and volunteer opportunities, Major/Minor Fair, Summer Experience Showcase, Professional LinkedIn photo booth
- Spring 2020: Over 821 students attend in addition to 100+ grad school, internship, job, and volunteer opportunities, Professional LinkedIn photo booth – program focuses on careers that make a difference
- Fall 2020: Employers will be at Sept 23rd Virtual Expo | Grad Schools will be at the Big East Virtual Grad School Fair | Virtual Major/Minor Week will be 9/28-10/2

Connect with Alumni – A valuable resource for everyone!

- Friarlink – PC system of 1,000 PC Alumni, willing to share their career expertise and potentially shadow
- Networking Nights – Boston, NYC, Hartford, DC, LA and more (TBD, possibly virtually)
- Careers in Series – Career panels in Science, Entrepreneurship, Law/Government (more to come)
- Shadowing Program – Spend some virtual time with PC alumni during winter break. (more to come)

Friar 4 Career Core (FFCC) & The Friar Involvement Tracker (FIT) Program – Workshops & programs to help prepare for a successful work life

- <https://career-education-center.providence.edu/friar-four-career-core/>
- Professionalism & Work Ethic – Office etiquette, online presence, career search and salary negotiation
- Teamwork & Collaboration – interacting with others by using strengths and emotional intelligence
- Communication & Influence – communicate, network, influence others, personal branding
- Technology & Analytics – Budgeting, financial literacy, data fluency and search engine optimization
- Microsoft Office Suite Certification Program – virtual and workshop instruction to prepare students to sit for certification exams on the platform. PC is a certified testing center!
- FIT Program – Through program students can earn digital badges and compete with their friends!