

Eileen Wisnewski, Director
Location: Slavin Center 108
(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!

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

Career Exploration –

- **FOCUS 2**– 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 Slavin 108 and in Handshake)
- Coaching Review – Stop by Slavin 108 during Daily Drop-in Hours or schedule an appointment

Interviewing – We assist all students with interviews

- Campus Interview Program – Employers conduct interviews in Slavin 108
- Need to interview by phone or virtually? – Contact our office to reserve a room!
- Big Interview – Virtual interviewing practice system

Internships FAQ – All of your internship questions answered

- Stop by Slavin 108 during Drop-ins/appointment, also available in the Handshake Resource Library

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

- Fall: We will hold both virtual and in-person (if able) to accommodate all employers, grad school, internship, job, and volunteer opportunities, Major/Minor Fair, Professional LinkedIn photo booth
- Spring: Style TBD, grad school, internship, job, and volunteer opportunities, Professional LinkedIn photo booth

Connect with Alumni – A valuable resource for everyone!

- Friarlink – PC system of 900 PC Alumni, willing to share their career expertise and potentially shadow
- Networking Nights – Boston, NYC, Hartford, DC, LA and more
- Careers in Series – Career panels in Science, Sales, Law/Government (more to come)
- Shadowing Program – Spend a day with PC alumni during winter break. Applications due early Fall
- Career Treks – Site visits in NYC, Boston, DC & Los Angeles
- Find a Friar Series – Connect with 100+ alumni

Friar 4 Career Core (FFCC) – 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!

- Badging Program– Through program students can earn digital badges and compete with their friends!