

Informal Career Plan Reflection

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My level of career readiness has advanced because of taking this course. I learned how to create a professional resume that will help me get into a career quickly. I was able to add my educational background, work experience, and my additional skills. Having the teacher look over it and finalize everything made me feel confident when I submitted it to career services. I also learned about the importance of networking, and how people I already know can help me find career opportunities quickly. This can make it much easier when I graduate college and I begin looking for a place to work. Creating my professional portfolio also made me look at all the work I have already completed, and how it will benefit me in my future career. I created a LinkedIn account to help me connect with companies quickly. I also was able to add my cover letter, resume, educational background, work experience, and my goals. Creating a MyCred account helped me organize all of my information that could influence a potential employer to hire me. By viewing my professional portfolio project, they can access my social media, LinkedIn, professional and personal goals, and my resume. Having all the documents in one area electronically will make it easier to access when in an interview. Overall, this course has helped me feel ready for my future career as a Medical Administrative Assistant.

There are three main goals that I have for the immediate future, that will help me get started in my future career as a Medical Administrative Assistant. My first goal is to find internship opportunities as soon as possible. In the next course for Career Development, they will help me find internships in my area, and what will work best for me. I am looking forward to getting settled somewhere and understanding what the job entails. An internship will help me feel prepared to get a job as a Medical Administrative Assistant. My second goal is to graduate college in December 2023. I will be receiving my associate degree, which I will be able to add to

my resume when I begin searching for a job. I hope to graduate with high grades so that it will help me stand out to a potential employer that I am a hard worker. My third career goal is to find a place to work after I have completed my internship. If I like where I am working for my internship, then I can establish a career there. If I would rather establish a career somewhere else during my internship, then I would have to start job searching immediately. My immediate plan to get started in my career is to start at an internship, graduate, and begin job searching for where I would like to work long term.

There are still aspects of my MyCred professional portfolio and elevator speech that need to be improved. I will continue to update my professional portfolio as the year goes on and I complete more classes. I will also update my elevator speech, resume, and cover letter according to what job I end up applying for. I may add some honors awards I have received in high school to my educational background. My elevator speech will be updated when I graduate college and I begin an internship. My resume will be updated with my work experience when I begin an internship and get my associate degree. This will help me get into a job right away when I apply at a hospital, clinic, or a doctor's office. Once I update these aspects of my professional portfolio, I will be prepared to become a Medical Administrative Assistant.

There are action steps that will need to be taken to continue building my professional portfolio. As I begin to complete more program and institutional outcomes, I will be able to add more assignments to the professional portfolio. I will add my Anatomy and Physiology portfolio project to my educational background. I did well on this project, and it will help me reflect my knowledge of anatomy and physiology to a potential employer. By including this portfolio project, I will be implementing the institutional outcome called Relational Learning. This project taught me how to transfer knowledge, skills and behaviors acquired through formal and informal

learning and life experiences to new situations. Once I complete my two medical administration courses, I will also add those portfolio projects. By submitting my portfolio project for MDAA204 to my professional portfolio, it will show that I have completed another program outcome. The program outcome will teach me how to evaluate office operations to recommend process changes for improving efficiency, efficacy, and/or flexibility. I will be able to prove to my potential employer in an interview that I have the skills necessary for providing positive change in the medical office. By updating my professional portfolio throughout the year, I will be able to

I will be able to successfully articulate my skills in future job interviews and job searches once I graduate in December. Accumulating all that I have learned at Bryant & Stratton College will benefit me when I enter the medical field. I have learned how to create a resume, communicate professionally, and how to conduct myself in an interview. I have also learned about what being a Medical Administrative Assistant means and all the duties that you will have in a medical office. Learning about HIPPA laws, medical procedures, terminology, and customer service skills have prepared me to begin working in the medical field. I also have customer service experience, which will help me get a job as a Medical Administrative Assistant quickly. When I go to job interviews and begin job searching, I can explain all that I have learned from my education and work experience. I can articulate how my knowledge of the medical field and customer service experience means that I am very prepared to become a Medical Administrative Assistant.