

ACADEMIC AND EMPLOYABILITY SKILLS



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1. Personal overview

“The crowning fortune of a man is to be born to some pursuit which finds him employment and happiness, whether it be to make baskets, or broadswords, or canals, or statues, or songs.” (Emerson, 2020). My name is Andreea Simona Greceanu and I was born in Romania, a very beautiful East European country. I have graduated an economical high school which prepared me for a business future that I never wanted, but he managed to build in me skills that helped on every job that I had after. Thru the 4 years of high school we have done different activities to practice the skills learned, like working with accountants and building a practice firm/company named “Digital View” where I had the roll of Director of Marketing. All the department had to prepare the company for the annual fair in which we won the second place in marketing. This opportunity helped me to understand how to work in a team, how to prior the task and how to divide them with my teammates.

After I finished the high school, I worked in Bucharest for 2 years in different areas, from store assistant to librarian. I could say that my work experience is based on “working directly with the people” but looking closely you see that I was working with different systems, different programs to sort people issues.

I came in the UK in 2015 and I had different jobs that did not point me to anything concrete for my future. Three years ago I have started working for “Clipper Logistics” in the returns department witch is mostly physical work but I managed with hard work and a lot of confidence to be transferred to the admin department witch made me apply for this University and want to have a career in this department. My job is based on orders that we must process in the system and out of the system for the suppliers. Struggling with programs older than me and an IT department that cannot faster the process due to management choices, you come up to solutions that can facilitate our work. This is how me and one of my colleagues changed using the usual Microsoft Excel with Google Sheets and speed up the process and ease access between all the coworkers.

To be honest, I never wanted my career to be related to a computer. I never saw myself working my whole life in this industry, but I have realized that everything around us if is not a computer is controlled by one. Every little thing, like the check out at the supermarket or paying your parking ticket has a system at the base.

In this moment I realized the real connection between people and technology and made me want to learn how to find solutions, how to put my imagination and motivation to work.

High School experience

DIGITAL VIEW

☐ Responsibilities

☐ Teamwork

☐ Management

☐ Knowledge

```
mirror_mod = modifier_ob.  
#set mirror object to mirror  
mirror_mod.mirror_object =  
operation = "MIRROR_X":  
mirror_mod.use_x = True  
mirror_mod.use_y = False  
mirror_mod.use_z = False  
operation = "MIRROR_Y":  
mirror_mod.use_x = False  
mirror_mod.use_y = True  
mirror_mod.use_z = False  
operation = "MIRROR_Z":  
mirror_mod.use_x = False  
mirror_mod.use_y = False  
mirror_mod.use_z = True  
  
#selection at the end -add  
_ob.select-1  
_ob.select-1  
context.scene.objects.active  
("Selected" + str(modifier  
mirror_ob.select = 0  
= bpy.context.selected_obj  
data.objects[one.name].select  
print("please select exactly  
  
--- OPERATOR CLASSES ---  
  
types.Operator):  
on X mirror to the selected  
object.mirror_mirror_x"  
mirror X"  
  
context):  
context.active_object is not None
```

Work Experience

- Communication
- Motivation
- Creativity
- Positivity
- Feedback





2. Skills evaluation

“Skill in this sense thus attaches, to a greater or lesser extent, to any performance and is not limited to manual operations but covers a wide range of mental activities as well.” (Nakayama, n.d., pp. 1-25)

Is very complicated for a person to conduct a self-evaluation. Regardless the criteria that you are doing this evaluation, for every individual to tell their opinion by them self and be impartial is very hard. Having others opinion about you it can be two ways. You may attack yourself and do not accept the truth, either you accept and work to improve yourself.

Please see below the results after a self-evaluation test done on MindTools.

❖ Communication Skills (Questions 9, 11, 13)

- 9. “I am able to communicate my needs, and I make sure that my message is heard and understood.
- 11. When there's conflict, I use my communication skills to find solutions and work things through.
- 13. When discussing an issue with someone, I try to stay one step ahead in the conversation, and I actively think about what I'm going to say next.”

Your score is 12 out of 15

“The ability to communicate clearly is key to your success, whatever role you're in.”

❖ Time Management (Questions 1, 4, 6, 15)

- 1. “I routinely set realistic goals for myself, and I track my progress until I've reached them.
- 4. When it comes to managing my workload, I know my priorities.
- 6. I lose time during the day because I'm not sure what I need to get done.
- 15. I'm motivated to complete all of my work in a timely manner.”

Your score is 19 out of 20

“Time management is one of the most important career skills areas. Not only does it help you to be more productive; you'll also be much less stressed!”

❖ Leadership and Management
(Questions 5, 7, 12)

5. "Team development is an area I admit to cutting back on when time and resources are limited.
7. When I want to motivate people, I try to use the same approach with each person.
12. I'm aware of the differences between leadership and management."

Your score is 10 out of 15

"Whether you're in a formal leadership position or not, you need good leadership and management skills if you're going to make best use of the opportunities open to you. (After all, you can get much, much more done when you have the help of other people.) The good news is that you can learn how to lead and manage effectively!"

❖ Problem Solving and Decision Making
(Questions 2, 10, 14)

2. "When I have to make a decision, I pick the first good solution I find.
10. When I encounter a problem, I immediately begin looking for potential solutions.
14. When I encounter a setback, I have difficulty focusing on the situation positively and objectively."

Your score is 7 out of 15

"Problem solving and decision making are two areas where you'll need to excel to be a success in your career. (Together with people skills, they are what make up "good judgment" and "wisdom.") Like leadership and management, these two areas are closely related." (Anon., n.d.)

3. Survey

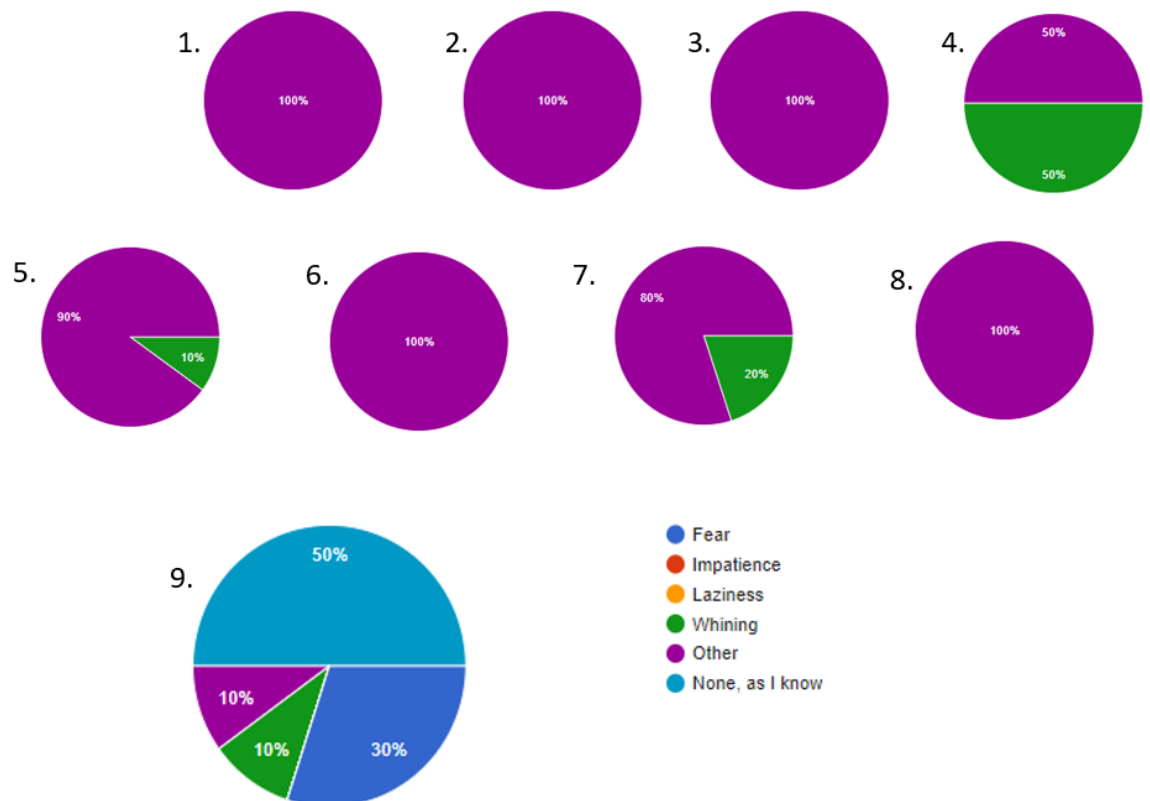
To be more precise with my results I have conduct a survey with my colleagues and my friends.

Questions

1. Am I able to understand and action the task required?
2. Do you believe I am able to prioritise task by importance?
3. Do you see me as a good listener?
4. Do you consider that I can accept my own mistakes and learn from them?
5. Am I able to delegate task equally and efficiently?
6. Do you believe that I am able to find solutions to ease the task?
7. Do you believe that I am able to successfully lead a team?
8. Am I able to accept and welcome others new ideas?
9. Witch from the above to you believe is my weakest point.

Answers

● Strongly Disagree
● Disagree
● Neutral
● Agree
● Strongly Agree



(The picture and survey are created by author)

After these two exercises I have learn where do I need do implicate myself more and evolve.

From my point of view, I see that from both exercises I have got the same results, and the leadership and management aspect it is my lowest in this moment. As I never had real experience in this department, I can understand the lower points in this area, but I have been always consider myself a potential good leader and know I see that only with work and knowledge I could achieve this.

4. Long-term and short-term plan

In this moment I can decide what carrier I would like to have for the rest of my life. I have tried different field, I have learned and understood myself to know what I want for my future. With the help of the above evaluation I am capable to set my goals and action them to achieve the destination settled in my mind. “If what you are doing is not moving you towards your goals, then it's moving you away from your goals.” (Tracy, n.d.)

Short Term Goals	Long Term Goals
⇒ Graduate University ⇒ Be patient ⇒ Be focused on the important things ⇒ Find more sources to learn ⇒ Be organized ⇒ Listen to the teacher’s advice find the balance between the personal time and my aspiration	⇒ gain experience to a achieve the wanted confidence ⇒ always try to get out the comfort zone to learn new ways of doing things ⇒ become a programmer use every opportunity to learn and innovate

Short Term Goals – the most important for my short term goals is to find the balance to be able to work with me and my family, that is why being organized and patient I believe is the key for me to move forward on the road that I chose to take. Assimilate as much knowledge that I can from the University and explore this opportunity is crucial.

Long Term Goals – I believe that long terms can be easily changed but is very important to have them, to set them to know towards you are going. For now, I want to become a programmer and sees every opportunity of learning that comes in my way, but I think it is possible that my wish to be changed going thru the University and find out more branches of this field. Having this possibility in my mind my long terms goals will be the same as only with experience and continually studying you can achieve your dream.

To quote ate my mother "To be easy in life, it first has to be hard."



5. Swot Analysis

It is very important for every individual to know them self for every new start or every opportunity that comes along. Knowing yourself, you came take the most advantage of your strong points and work on your lowest points to achieve your target.

This Swot Analysis is a key in developing yourself or every other domain that you are looking for.

With the help of the above self-evaluation I have been able to make a SWOT analysis on myself more clearly and without fooling myself with something that I am not.

STRENGHTS	WEAKNESSES
➤ Fast learner ➤ Motivation ➤ Good organizer ➤ Teamwork experience ➤ Time management skills ➤ Attention to details	➤ Lack of confidence ➤ Indecisive ➤ Impatience ➤ Self-criticism ➤ Public speaking ➤ Overthinking ➤ Lack of experience in IT
OPPORTUNITIES	THREATS
➤ Developing new strategies ➤ Teamwork ➤ Current Admin job ➤ University ➤ IT tools used	➤ Time (family-work-university) ➤ Pressure on myself ➤ Overthinking ➤ New filed ➤ Lack of experience in this department

6. Personal development plan presentation analysis

Personal development plan is a very useful tool for every individual that want to achieve their goals. You can make your plan more specific and find the exact steps to consolidate your ultimate plan. It can only start with a dream, an aspiration and be the springboard that take you to success.

To be complete with myself evaluation this personal development plan can capture more significant my path to achieve my goals. This plan has been original made at the beginning of University (10 weeks ago) and reanalyzed and updated for the moment being. I believe it will be in continue changes until I will discover every opportunity that this University can give me and find out which one fits more precise for me. “The obstacle in the path becomes the path. Never forget, within every obstacle is an opportunity to improve our condition.” (Holiday, n.d.)

	Short-Term Time Frame What do I want to accomplish in the next three to six months?	Mid-Term Time Frame What do I want to accomplish in the next six months to two years?	Long-Term Time Frame What do I want to accomplish in the next two to three years?
Section 1 - My Goals What are my overall goals that I want to accomplish in this time?	Find the right balance between time for my family and time allocated for improving myself. Try to exit more my comfort zone and find out more ways to assimilate more knowledge.	Find the jobs that I believe suits me better and accumulate the proper knowledge for it. Be very confident with programming language and using the new programs learned. Never let myself to doubt my power to learn and my curiosity.	Graduating the University and find a job that can give me the experience need it for the perfect job.
Section 2 - Skills and Knowledge to be Learned What specifically do I need to learn? What project do I need to work on?	To give more time to practice Packet Tracer and exercise more in Visio or StarUML. Listen very carefully to my teachers and be able to understand exactly the connection between the modules to make the bigger picture. Make the semester projects and take the exams.	Focus on the projects and exams for the University. Java, Python, C++, JavaScript	Always be up to date with the knowledge and programs learned so far. Be ready for the exams and projects. Graduate and take my final exams to deserve the diploma.
Section 3 - Next Steps How am I going to acquire the skills and knowledge? How am I going to do this project?	Allowing myself the time need it, work with the programs already know and learn more to do in them. Find books that can help me gather more knowledge.	With a very good plan to learn more and find out more sources to assimilate more information and experience. Collect books and articles to build my study. Practice and then practice more, to be confident in what I know so far.	With confidence and patience find resources to practice and gain experience. Take as many interviews for jobs as I can to gain confidence in what I have learned as a Postgraduate from this University.
Section 4 - Resources What resources do I need?	Books, free time, motivation	Books, free time, money	Better laptop, money, free time
Section 5 - Time Schedule What is my time schedule?	Raise my daughter Work Study	Mostly the same: raise my daughter, work, and study Always believe that you can make more because you can make more!	Always believe that you can make more because you can make more!
When will I start?	Already started	Partially already started. As soon as I am confident with the knowledge from the first year.	As soon as I am confident with the knowledge so far.
When do I expect to finish?	5-6 months	In the second year of University.	At the graduation.

(Template found on Moodle and adapted by the author) (Moodle, n.d.)

7. Data Protection

In this era to have a very good protection on your computer, your data is crucial. Every little detail is now stored “on the hard drive of various web servers located all over the world. A web server is just a normal computer that provides web services.” (Anon., n.d.). A good protection from malware can be given by a strong antivirus that should be provided from secure shops with accordingly license. We should also be aware of the website that we enter and asks for our personal details. I do believe that people is not really aware of the threat that is out there, of the people that find a way to hack and still precious personal information or how much harm can make only some personal pictures that fall in the wrong hands.

Personally, without having the best idea of a good protection for my computer I have done a proper research and find one that suits me, to protect my files and personal data from unwanted attention. I am also taking a lot of attention on the websites that I access, and I never save my passwords and details into the drive as a precaution. A password is to be remembered and written on a piece of paper. To keep my personal files such as reports or pictures secure, I use an external hard drive or stored them into my iCloud Drive.

8. Time Management and Organization

A list made very carefully with tasks that I need to do have been done to avoid any distraction that are not important. To have a good organization put in place I had to find the balance between the time that I need to allocate for my family, personal time that I find very important that reduce the stress level and my study. Even if the time feels very short and passing very quickly a good plan and strategy helps me do every task. We need to find the joy in doing every little thing day by day to not feel pressured and stressed.

“There are times when we stop, we sit still. We listen and breezes from a whole other world begin to whisper.” (Carroll, n.d.)

9. Conclusion

In conclusion I am very proud and happy that I have done this self-evaluation and I have discovered aspects of me that did not know, I have found where exactly I should give an extra attention. It has been very challenging to dig into my true opinion about myself and make the plan that ease my way to graduation and not only.

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