Starter Portfolio

Student’s Name:

University Affiliations:

Professor’s Name:

Course Title:

Starter Portfolio

1. ***Career Summary and Goals***

Work ethic: Personally, I have specific set of principles that guide my career needs and objectives. My work ethic is a drive that contributes to my hard work, self-fulfillment and satisfaction when it comes to my job role. My plan is to put the company’s policies first and to ensure that I manage my time wisely. Consistent performance is also another element within my work ethic since it aids in career progression.

**Organizational Interests:** The interests attached to an organization are quite different to individual interests since they aim at promoting the company’s profile or brand. The core aim of these interests is to bring out efficiency and resourcefulness from employees. In the firm I am attached to, my expectations is that the company will strive at making employees satisfied with their roles since this contributes to better results. The company should also promote; teamwork, integrity, honesty and tactfulness. Such interests create a conducive environment that helps in creating an elaborate work system.

**Management Philosophy:** This is a specific and profound guideline that a manager should utilize while leading a team of employees. The philosophy should help the management in offering guidance, leadership, productivity and direction. My management philosophy would be creating an environment that makes employees comfortable and motivated to be productive.

I see myself in two years or so having a permanent contract in my dream organization. I plan to have a good profile and rapport in order to maintain my role and to get support from the firm’s management. In two years, I hope to further my education since this is a great determinant of how one goes up the career ladder in a company. I am also quite passionate in getting a job that I will love doing every day; it is my hope that I will get a company that has vast opportunities for new recruits.

1. ***Professional Philosophy/Mission Statement***

Professional Philosophy; Varied people view things in varied perspectives mainly guided by their own experiences or filters. However, in business management, everyone’s opinion matters or rather counts. Opinions vary but this does not mean that their quality differs. Having a specific contribution can enable a plan of another’s opinion to work adequately. Enhanced equality is paramount in ensuring in encouraging others to work towards a common goal despite the differences.

Mission Statement; “To utilize my intelligence ability, serial optimism and charisma to develop a better self and to contribute positively in others goals and dreams.”

1. ***Resume***

**Education**

2019-2020 – Human Resource Development at () University

2010 – 2014 – Graduated at () High School

Was top 10

**Work Experience**

2019 – Current – Worked at Racquet and Jog (Store Manager)

2016 – 2018 – Worked at Alterd State

1. ***List of Accomplishments***

The accomplishments I have made to date are professional accomplishment while working since 2016. They include;

* Problem identification at Racquet and Jog and offering solutions
* Creating special monthly projects in both firms
* I have helped in increasing sales by promoting social media marketing