

Unleash the Power Of



The Purepost Personal Development Series

A Portfolio of 30 Modules Designed to Enhance Your Ability to:

- **Enter a Workforce for the First Time**
- **Transition from one Industry to Another**
- **Operate as a Productive**
 - 1. Team Member**
 - 2. Team Leader**
 - 3. Business Unit Leader**

Go to www.purepostknowledgecenter.com to view our course catalog
to determine which webinars are right for you.

The Purepost Knowledge Center

Portfolio

www.purepostknowledgecenter.com

1	Personal SWOT Analysis for Career Planning	16	Managing Conflict Effectively
2	Setting SMART Goals for Career Success	17	Providing Constructive Feedback
3	STAR Method for Behavioral Interviewing	18	Understanding Diversity in the Workplace
4	The Power of the Informational Interview	19	Getting Results Through Productive Team Meetings
5	Effective Interviewing	20	Delegating Effectively Through Clear & Direct Meeting Assignments
6	Creating Your 30 Second Pitch	21	Understanding the Stages of Group Development
7	Understanding the Impact of Culture in the Workplace	22	Becoming a High Performing Team
8	Effective Negotiation	23	Understanding Leadership Skills and Styles
9	One-On-One Professional Communication	24	Leadership Domains of Successful Leaders
10	High Performing Communication: Using the “Pinch/Crunch Model”	25	Managing vs. Leading: A Difference in Context
11	The Structure of Building Trust: “Trust Equation”	26	Planning and Managing Projects: Mastering the P-D-C-A Cycle
12	Effective Problem Solving	27	Human Performance Technology (HPT) Model to Improve Performance
13	Making Effective Decisions	28	Understanding Strategic Leadership
14	Action Planning: Using the Outcomes-Methods-Resources (OMR) Model	29	The Power of Vision, Purpose, Mission, Core Values & Guiding Principles
15	Conducting an After-Action Review & Initiating Follow-up	30	Leading Change & Transformation in the Workplace

STAR Method-Resident Assistant

RESUME WITH OUT STAR

08/2019 Resident Assistant

San Antonio, TX

08/2020 Purepost University, Resident Life

- Mentored residents, built community and enforced university policies in building residents.

**Tasks
Only**

RESUME WITH STAR

08/2019 Purepost University Resident Life,

San Antonio, TX

08/2020 Resident Assistant

- Mentored 87 residents through weekly check in meetings on conflicts and general wellbeing in order to increase harmony and enhance the residential experience.
- Fostered community through planning and facilitation of bi-weekly hall events that encouraged conversation and engagement.
- Enforced university policy through execution of rounds in residence halls to verify appropriate conduct and ensure the safety of 430 residents among a 12-person Resident Assistance team.

**STAR
Method
Applied**

STAR Method-Resident Assistant

RESUME WITH OUT STAR

08/2019 Resident Assistant,
08/2020 Purepost University, Resident Life

- Mentored residents, built community and enforced university policies in building residents.

Situation

San Antonio, TX

Tasks
Only

RESUME WITH STAR

08/2019 Resident Assistant
08/2020 Purepost University, Residence Life

- Task
- Mentored 87 residents through weekly check in meetings on conflicts and general wellbeing in order to increase harmony and enhance the residential experience.
 - Fostered community through planning and facilitation of bi-weekly hall events that encouraged conversation and engagement.
 - Enforced university policy through execution of rounds in residence halls to verify appropriate conduct and ensure the safety of 430 residents among a 12-person Resident Assistance team.

Situation

San Antonio, TX

Action

Result

STAR
Method
Applied

STAR Method-Tips and Techniques

RESUME WITH OUT STAR

08/2019 Resident Assistant

San Antonio, TX

08/2020 Purepost University, Resident Life

- Mentored residents, built community and enforced university policies in building residents.



Begin resume statements with an action verb

Resume statements should contain a task, action & result

Resume statements should be clear & concise

Resume statements should address key skills used when possible

RESUME WITH STAR

08/2019 Resident Assistant
TX

San Antonio,

08/2020 Purepost University, Resident Life

- Mentored 87 residents through weekly check in meetings on conflicts and general wellbeing in order to increase harmony and enhance the residential experience.
- Fostered community through planning and facilitation of bi-weekly hall events that encouraged conversation and engagement.
- Enforced university policy through execution of rounds in residence halls to verify appropriate conduct and ensure the safety of 430 residents among a 12-person Resident Assistance team.

STAR Method-Marketing Intern

RESUME WITH OUT STAR

08/2019 Marketing Intern

San Antonio, TX

08/2020 Gold Bank, Digital Marketing & Social Media

- Introduced the bank's products and services.

Situation

Tasks
Only

RESUME WITH STAR

08/2019 Marketing Intern

San Antonio, TX

08/2020 Gold Bank, Digital Marketing & Social Media

- Introduced the bank's products and services by implementing a daily YouTube vlog boosting open rates for online client campaigns by 35% and landing page conversions by 22%.

Task

Action

STAR
Method
Applied

- Prepared marketing materials, printing proposals and placed orders with suppliers.
- Ideated new social media campaign themes and presented them to the brand manager.

Results

STAR Method-HRM Intern

RESUME WITH OUT STAR

- 08/2019 Human Resources Management Intern Houston, TX
08/2020 Gulf States Oil and Gas
- Completed prescreen interviews with new candidates.

**Tasks
Only**

RESUME WITH STAR

- 08/2019 Human Resources Management Intern Houston, TX
08/2020 Gulf States Oil and Gas
- Task** → Conducted 35 new candidate prescreen interviews and gathered critical placement data that reduced the time to final interview by 15% and cut the overall time to hire by 11%. **Action**
 - Developed a pool of 100 qualified candidates, reviewed their applications and rated applicants based on search criteria that improved candidate job match by 20%. **Result**
 - Administered new candidate and new contractor processing that increased the accuracy and completeness of all data by 7%.

**STAR
Method
Applied**

STAR Method-U.S. Army

RESUME WITH OUT STAR

08/2019 Assistant Business Operations Leader
08/2020 U.S. Army|Squad Leader; Staff Sergeant

Fort Hood, TX

- Led a team to accomplish tasks and achieve team and organization objectives.

Situation

Tasks
Only

RESUME WITH STAR

08/2019 Assistant Business Operations Leader
08/2020 U.S. Army|Squad Leader; Staff Sergeant

Fort Hood, TX

- Task
- Led and managed a 12-person business unit operation's team and successfully performed 13 critical mission tasks that achieved an overall task success rate of 97%.
- Action
- Anticipated potential action scenarios and adapted appropriately to competing demands and the teams shifting priorities.
 - Employed a leadership operations process to visualize, describe, direct, and assess the work while achieving the result.
- Result

STAR
Method
Applied

STAR Method- Student Part Time Job

RESUME WITH OUT STAR

08/2019 Food Server,

San Antonio, TX

08/2020 College Student, Part-Time Job

- Handled customer orders, advised on specials and modified orders to customer requests.

Situation

Tasks
Only

RESUME WITH STAR

08/2019 Food Server

San Antonio, TX

08/2020 College Student, Part-Time Job

- Handled customer orders, advised on specials and modified orders to customer requests that met or exceeded customer needs attaining a customer satisfaction rating of 95%. **Result**
- Managed over 80 cash and card transactions daily. **Action**
- Trained 15 new employees on customer service BDPs and how to handle stressful situations.

Situation

STAR
Method
Applied

STAR Method-Student Leadership

RESUME WITH OUT STAR

08/2019 Chapter President of Pi Beta Phi Sorority

San Antonio, TX

08/2020 Purepost University

- Organized and led a community playground clean up/paint up project .

Situation

Tasks
Only

RESUME WITH STAR

08/2019 Chapter President of Pi Beta Phi Sorority

San Antonio, TX

08/2020 Purepost University

- Organized and led 75 sorority members and community volunteers in a community playground clean up/paint up project that removed 50 bags of trash, 100 bags of weeds and plant overgrowth, and painted all playground equipment, which resulted in over 200 neighborhood children having a renewed and safe place to play and have fun.

Task

Action

Result

STAR
Method
Applied

STAR Method-Student Leadership

RESUME WITH OUT STAR

08/2019 Captain of Ultimate Frisbee Team

08/2020 Purepost University

- Fundraised and set up tournaments to attend.

Situation

San Antonio, TX

**Tasks
Only**

RESUME WITH STAR

08/2019 Captain of Ultimate Frisbee Team

08/2020 Purepost University

- Organized and led 7 fundraisers for 25 athletes to ensure proper lodging, equipment, and fees were accounted for during 11 tournaments. Fundraisers included serving food for 250 customers during a 2-hour window, selling 50 pieces of merchandise, and cleaning 3 parks and recreation areas; resulting in over \$7,500 being raised allowing all members to participate without incurring debt.

Task

Action

Situation

San Antonio, TX

**STAR
Method
Applied**

Result

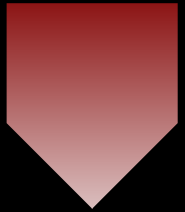
The STAR Method

S

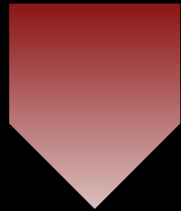
T

A

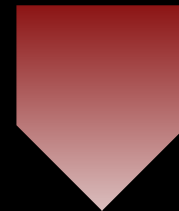
R



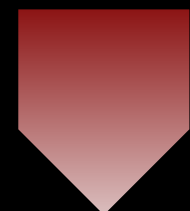
Situation



Task



Action



Result