

Berkeley College Alumni Institute

Saturday, April 2, 2016 – Woodland Park NJ Campus

Time	Description	Location
9:30 AM	CONTINENTAL BREAKFAST & REGISTRATION	Community Room Renaissance Hall
10:00 AM - 12:30 PM	CHOOSE A SESSION (ONLY 1) Option 1: Microsoft Excel for Beginners Microsoft Excel is the standard spreadsheet application for both the business world and personal use. This training session hosted by Kimberly Klein '88, Microsoft Office Certified Trainer, will teach you basic features of Excel. Whether you are new to Excel or need a refresher, this session will cover what you need to know to become more confident using Excel. Option 2: Optimize Your LinkedIn Profile For Your Job Search LinkedIn is the world's largest professional network with over 300 million members worldwide. Amy Soricelli, AVP, Career Services and Alumni Relations will provide new and updated job search tips to help you beat out your competition, land your dream job and create your career destiny.	Classroom Classroom
12:30 PM - 1:30 PM	NETWORKING LUNCHEON & CAREERSHIFT INTRO - LinkedIn Headshot Photo Shoot -	Community Room Renaissance Hall
1:30 PM - 3:30 PM	CHOOSE A SESSION (ONLY 1) Option 1: Microsoft PowerPoint for Beginners Microsoft PowerPoint has become an industry standard for efficiently communicating information to an assembled group of people. This training session hosted by Kimberly Klein '88, Microsoft Office Certified Trainer will show you how to create professional and captivating PowerPoint presentations. Option 2: Relationship Building: Making The Most of Your Contacts Through professional relationships we can learn about job opportunities particularly those we wouldn't have had access to otherwise. Your network can prove to be a very useful tool when it comes to other aspects of your career development. This workshop with Flore Dorcely-Mohr, Director of Online Career Services will cover how to develop, maintain, and follow up when establishing new professional contacts that will deliver real results!	Classroom Classroom