

Emily Lane Professional Strengths Worksheet:

What are your primary professional strengths?

1. Organization
2. Detail oriented
3. Collaborative
4. Celebrating Success

Specific examples of your professional strengths (i.e. How do you know?):

1. I keep a detailed planner that is customizable to keep relevant information accessible and accurate. I maintain various binders and digital file folders that organize teaching materials and notes on student's strengths and weaknesses so their growth can be tracked over the semester.
2. I have maintained a high GPA in a competitive graduate program through prioritizing both overall flow and attention to details when completing assignments. I also maintain detailed gradebooks to document my student's academic performance.
3. I work closely with the chemistry and biology department at work and frequently share materials, teaching plans, and grading work-loads. We also meet often to ensure that we each meeting the required standards and goals of the week.
4. I truly enjoy celebrating the success of my coworkers and students especially when I have been able to play a small role in supporting them. The most rewarding part of being a teacher, or working in education in general, is watching students grow in their ability to achieve their goals and continue pursuing their life goals.

In which areas could you improve professionally?

1. Versatile work experience
2. Receiving constructive criticism
3. Budgeting my time
4. Public speaking

Specific examples of how you addressed a professionally challenging situation:

1. Currently I have only worked within secondary education as a middle and high school teacher. In order to diversify my work experience I have nearly completed a Masters degree in higher education with an Institutional Research certificate so I will be prepared to attain jobs that are more directly related to my ultimate professional goals.
2. I always get nervous when being evaluated or observed by the superior members of my department. Although I know that their goal is to support me and improve my skills, it always is a challenging situation for me.
3. Although I do not miss deadlines, sometimes I get focused on perfecting minor and inconsequential details, so my working efficiency could improve. I address this weakness through utilizing a planner and a timer and giving myself smaller deadlines so I can be sure to check my work before turning in the final product.
4. Despite being confident and skilled at teaching in a classroom setting, I often get nervous when presenting to peers or other adults. I have addressed this concern through volunteering to present at school assemblies or to prospective parents. Practice will increase my comfort with public speaking, even if it is uncomfortable.

Specific plans for how you are addressing your areas for professional improvement.

1. Working closely with current professionals within higher education will provide on the job experience and advice from experts. This will be exhausting at the beginning of my professional career, but hopefully on the job learning will make me the best asset to a new department as I can be.
2. I will practice interviewing through online interview software so I can be sure to present the best version of myself to a potential employer while also asking questions about the workplace that are important to my professional success.
3. I will continue learning Chinese so I can better serve the Chinese students at the institution I am employed.
4. I will join professional societies and attend conferences related to international students so I can expand my professional network and stay current in the issues of students today.

Articulate your “professional philosophy.”

Traveling, studying, and working abroad has expanded my personal values and global mindset, so I am experienced in understanding cultural miscommunications that international students will likely encounter. There are a few people who greatly helped me adjust to living abroad through simply supporting me through seemingly small confusions. I believe it is valuable to provide this support to current international students and my department as a whole. It is deeply rewarding for me to support others in reaching their goals, so I hope to increase international student engagement and success at the higher education institution I am a part of. Through collaboration, attention to detail, and simply being accessible and trustworthy, I aim to support students as they navigate the uncertainties of higher education and a novel environment.

What is your long-term professional goal?

My long-term professional goal is to combine institutional research with international student advising to increase the university experience and success of international students at a higher education institution.

What interim professional goals will get you to that long-term goal?

Attaining a Masters degree in higher education is the first step to working towards this goal. I then hope to attain an entry level position working within international student affairs or with an institutional research office. Hopefully, I will be promoted over time to work in a position that combines institutional research with international student success.