

# The Complete Professional Program

Educated

Ethical

Polished

Healthy

Community-Oriented

## Professional Development Center Complete Professional Program Overview

Avron B. Fogelman Professional Development Center



THE UNIVERSITY OF  
**MEMPHIS**  
Fogelman College  
of Business & Economics

# Professional Development Center

The goal of the Professional Development Center is to develop business students into graduates who are educated, ethical, polished, healthy, and community-oriented.

Become a well-rounded professional through training programs geared toward improving your interpersonal skills - it's the perfect way to earn your professional stripes!





# Professional Development Center


## What We Offer...


- Workshops
- Resume Development
- Virtual Mock Interviews
- Access to Internships & additional opportunities
- *Resume • Interview • Branding • Social Media*
- *Business Approved Templates*
- *One-on-One Interview Coaching & Feedback*
- *Fogelman Internship Network (FIN)*


# Fogelman Internship Network (FIN)


 Dashboard


 My Profile >


 Academic Internship Records >


 Job Search >


 Events >


 Interviews >

 Advising >

 Business Partners >


 Activity Calendar

 Document Library

 Report Employment >

## Announcements

Outdoor Service Opp!



St. Paul Harvesting Event  
Sat, December 12, 10am-1pm  
*Go to Volunteer Odyssey*

[View All](#)

## My Events

### Upcoming Events

Description	Type	Date
BAP - Resume Workshop	Workshop	1/22/2021
Meet the Firms Mixer	Multiple	1/29/2021
Accounting Careers of Tomorrow	Single	2/5/2021
Futures in Finance	Multiple	2/12/2021
Virtual Internship & Career Fair	Multiple	2/18/2021

## Candidate Notifications

The five most-recent notifications are listed below:

Description	Type	Date
CollegeRover.com - Business and Brand Development Internship - Advertising	Job	1/20/2021
Northwestern Mutual - Business Development Representative - Advertising	Job	1/11/2021
Knowtice - Community Launch Coordinator - Advertising	Job	1/11/2021
Western Spirits Beverage Company - Account Manager - Memphis, TN - Consumer Products	Job	1/8/2021
Sherwin-Williams - Management & Sales Training Program - Construction	Job	1/8/2021

[View All](#)

## Scorecard

Contact Information: 38%

Profile Information: 25%

Resume Uploaded: Yes

Number of Profile Matches in Recruiter Search (Total): 0

Last Login: N/A

Web Logins: 0

## Internship Information

[Add Internship](#)  
[View My Internship Records](#)  
[View Available Internship Opportunities](#)


## Career Tracker

Your Tasks Are Listed Below:

Complete?	Due	Task Name
<input type="checkbox"/>	Jan 25 12:00 AM	LinkedIn
<input type="checkbox"/>	Feb 12 12:00 AM	Fiscal Wellness or Fogelman Serves
<input type="checkbox"/>	Feb 15 12:00 AM	Persuasive Presenters
<input type="checkbox"/>	Feb 22 12:00 AM	Major specific, ACT, Futures in Finance, BIT program to come (TCB or other)




[View All](#)

# Fogelman Internship Network (FIN)


 **THE UNIVERSITY OF**  
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Fogelman College  
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Students


   7

Internship ▾

 Dashboard

 My Profile >

 Academic Internship Records >

 Job Search ▾


Job Search


Hotlist


Applications


Saved Searches & Agents


More Jobs


 Events >


 Interviews >


 Advising >

 Business Partners >

 Activity Calendar

 Document Library

 Report Employment >

 Export

Job Function

Start typing...

▼

Job Industry

Start typing...

▼

Job Location

Start typing...

▼

Keyword(s)

Organization Name, Job Title or Description

Preferences

Include Expired Jobs

✓ Include OCR

More Filters >

Clear Filters

Search

Sort By

Deadline Date ▾


☰

All Jobs (44)


Hotlist (0)

Applications (3)


Posted on Sep 25 2020 ☆


 **Social Media Intern**  
S.O. What!  
Search Firm:  
No  
OCR:  
No  
Application Deadline:  
10/9/2020 11:59 PM  
Applied?:

Posted on Aug 21 2020 ☆

 **Full Time - IT Specialist**  
International Paper  
Search Firm:  
No  
OCR:  
No  
Application Deadline:  
10/14/2020 11:59 PM  
Applied?:


Posted on Aug 21 2020 ☆

 **IT Specialist - Intern**  
International Paper  
Search Firm:  
No  
OCR:  
No  
Application Deadline:  
10/14/2020 11:59 PM  
Applied?:










# Fogelman Internship Network (FIN)


The University of Memphis  
Fogelman College of Business & Economics


Students

17Internship ▾

Dashboard

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Job Search


Job Search


Hotlist


Applications


Saved Searches & Agents


More Jobs


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Export

Posted on Aug 17 2020





Financial Representative Internship - Spring 2021

Northwestern Mutual

Search Firm:  
No


OCR:  
No


Application Deadline:  
10/16/2020 11:59 PM

Applied?:  

No

Posted on Aug 18 2020





Sales Management Program/Field Sales Representative

Buckeye International Inc.

Search Firm:  
No


OCR:  
No


Application Deadline:  
10/17/2020 11:59 PM

Applied?:  

No

Posted on Aug 18 2020





Tax Intern CPA firm (Cordova and West Memphis offices)

Jackson Howell & Associates, PLLC

Search Firm:  
Yes


OCR:  
No


Position Filled

Applied?:  

No

Posted on Sep 19 2020





Site Accounting/Financial Analyst

The Sherwin Williams Company

Search Firm:  
No


OCR:  
No


Application Deadline:  
10/19/2020 11:59 PM

Applied?:  

No

Posted on Aug 21 2020





Intern

Consolidated Electrical Distributors

Search Firm:  
Yes


OCR:  
No


Application Deadline:  
10/20/2020 11:59 PM

Applied?:  

No

Posted on Sep 22 2020





Online Strategy Consultant

Lowe's Companies, Inc.


Search Firm:  
No

OCR:  
No

Application Deadline:  
10/22/2020 11:59 PM

Applied?:  

No

The University of Memphis

# The Complete Professional Program

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## Complete Professional Program Certificate Requirements

### FOGELMAN INTERNSHIP NETWORK



#### Step 1:

- Complete your student profile in FIN
- Post a PDC-approved résumé in FIN

# Complete Professional Program Certificate Requirements

## Virtual Complete Professional Program Certificate Requirements

Students must have an approved résumé in FIN to receive the CPP certificate  
(If no résumé is available, please complete a Résumé Workshop).

### **BASIC: Complete 4**

- Interview Skills Workshop
- Professionalism First
- LinkedIn
- Dining Etiquette
- Persuasive Presenters

### **ADVANCED: Complete 4**

- Fiscal Wellness OR Fogelman Serves
- Major-specific program: ACT, Futures in Finance, BIT to come (TCB or other)
- Fogelman Women in Leadership Conference
- Tomorrow's Leaders Workshop
- How to Work a Career Fair
- Persuasive Presenters
- How to Conduct a Career Search

### **PLATINUM: Complete 4**

- Leadership role in a FCBE Student Organization or MILE
- Persuasive Presenters
- Executive Presence Workshop
- How to Be a Virtual Professional
- How to Conduct a Career Search
- Any workshop in Basic or Advanced (not yet fulfilled)

*New program options may be added as additional opportunities arise.*





# Become a Complete Professional

- Certificate of Completion
- Business Cards
- “Complete Professional” commencement stole



# Professional Development Center

CPP involvement provides you with opportunities to grow as a young professional and to network with business professionals who will want to see your résumé.

GET STARTED....

Go To: [www.Memphis.edu/professional](http://www.Memphis.edu/professional)



**Click:**  
**FIN Student Log-In**

Click: "Students"



**Click:**  
**Complete Professional Program**

## MARCH WORKSHOP SCHEDULE

**3/2**

RÉSUMÉ  
WORKSHOP

12:00 PM

**3/2**

INTERVIEW  
WORKSHOP

1:00 PM

**3/11**

LINKEDIN  
WORKSHOP

2:00 PM

**3/11**

RÉSUMÉ  
WORKSHOP

3:00 PM

**3/11**

INTERVIEW  
WORKSHOP

4:00 PM

**3/16**

RÉSUMÉ  
WORKSHOP

10:00 AM

**3/16**

INTERVIEW  
WORKSHOP

2:00 PM

**3/23**

LINKEDIN  
WORKSHOP

10:00 AM

**3/24**

RÉSUMÉ  
WORKSHOP

12:00 PM

**3/24**

INTERVIEW  
WORKSHOP

2:00 PM

**3/31**

INTERVIEW  
WORKSHOP

9:00 AM

**3/31**

RÉSUMÉ  
WORKSHOP

10:00 AM

REGISTER IN FIN



## Spring 2021 Virtual Internship & Career Fair

Registration is now  
open for the  
upcoming FCBE  
Virtual Internship &  
Career Fair!



Be sure your résumé is in FIN and approved this holiday season! Meet face-to-face with employers on the virtual Career Fair platform, Whova. Professional dress is required. Be prepared to meet with companies like...



Visit [memphis.edu/professional](https://memphis.edu/professional) to learn more, or register for this event in the [Fogelman Internship Network](#) today!



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## Memphis Market







# Stand Out from the Competition

with the Complete Professional  
Program sponsored by The  
Professional Development Center!







# FOLLOW

US ON INSTAGRAM

**@UOFMFOGELMAN**



THE UNIVERSITY OF  
**MEMPHIS.**

Fogelman College  
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# Questions?

# professional@memphis.edu

Mock Interviews & Resume Assistance

Alison Goodwin at [a.goodwin@memphis.edu](mailto:a.goodwin@memphis.edu)



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