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JobPrep The Voice of Career Insight

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Career advice from some of the best in the business

The fast-paced and forever changing field of technology produces some really unique career paths. What career advice would some professionals in tech offer to someone looking to go down a technology career path? Take a look at what these three technology professionals have to say, and share their best pieces of career advice.

Learn Something New Every Day

Technology companies typically like to be innovative, efficient and comprehensive. How can you be innovative, efficient, and comprehensive? By setting a simple daily goal: learn something new. Sometimes this requires you to leave your comfort zone. "Eat your own dog food" as they say and work your way through the products of the company and partners. At the end of each day, write on a piece of paper what you

learned. By seeking out something new to learn each day, your technical knowledge will expand and your career may blossom as a result.

Dr. Marc M. Batschkus, Data Management Software

Be Ready to Adapt

Technology moves at a rapid pace. There are several things within technology that you need to be ready to adapt to along a career path. Obviously, paying attention to the trends of technology and learning new skills with the latest updates. But more so, the opportunities that present themselves as a result of the advancements in technology. With each update there's an opportunity. To be very successful in tech, you need to anticipate a trend, make time to learn the new technology and be ready to walk through a window of opportunity.

Peter Babichenko, Sahara Case

Above All, Collaborate

When people think about technology careers, they sometimes think of a career in isolation. You're coding at a



desk with headphones. You're down in a server room and are the only one around. But, isolation is a misconception about a career in tech. To be successful in a technology career – and to keep up with the pace of fast tech company growth – you need to be collaborative. You have to view success as something that's shared, and not owned by one individual person. When you possess a collaborative view on your career, that's when you can celebrate a team success of being proud of what you've built, together.

Megan Chiamos, Cannabis ERP Software





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Global Information Technology is proud to provide the GIT Scholarship Program. Every month, this scholarship will be awarded to highly driven individuals wanting to begin or advance their IT career. Exclusively, the scholarship will provide a grant of \$2,500.00 towards any certification course or remote live training at GIT. GIT created this opportunity to give back to the community and spread our desire to help those in need. We believe that learning is essential and we will continue to help and develop individuals to help them succeed in their personal development goals. Apply here: <https://www.global-itech.com/the-global-it-scholarship/>

Career Guide

Quick & to the point – Career Advice

Question: “Andrei, I believe I’m a pretty good IT expert, BUT I could use help in communication myself. How important is this to managers?”

– MaryAnn Houston

Answer: This is a great question and topic! According to a Robert Half Technology survey, CIOs reported that the top area where tech professionals could improve was communication, including written, interpersonal and face-to-face. They also said it’s one of the top skill sets needed to advance a career in tech. Many technology professionals know the ins and outs of a computer software program or an engineering problem, but only a few know how to successfully explain how technology can advance the organization toward its goals. Management lives on communication, and collaboration lives on communication. You got this!

- Andrei

VETERANS, GET READY TO POWER YOUR TECH FUTURE AT GLOBAL IT

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- The first ever VCR was the size of a piano. It was invented in 1965.
- The first camera on planet earth took eight hours to snap a photo.
- The very first Apple logo displayed Sir Isaac Newton sitting underneath a tree, with an apple about to hit his head.
- Alaska remains the only state in America that can be typed on one row of a traditional English QWERTY keyboard.
- 1 out of 8 married couples actually met each other on the Internet.
- Tech companies test their new products in New Zealand. Why? The nation is diverse, its residents speak English, and if a product flops, news doesn't spread as quick because it is relatively isolated.

GIT thought Provoking corner



"Just remember, you can do anything you set your mind to, but it takes action, perseverance, and facing your fears." – Gillian Anderson

Jobs Jobs Jobs Jobs



Looking for a job can be stressful. So, take some time to meditate, exercise, watch a movie or whatever it is that helps you unwind. Create a good support network – having people to brainstorm with or vent your frustrations to will help the process be less painful. Before starting your job search, take the time to reflect on your strengths and weaknesses and the type of work you enjoy doing. The better you know yourself, the more likely you'll find a new job that provides you with greater satisfaction.
(Click on the image above.)

5 Thoughts on finding a new job

Here a few tips for finding a new job if your job search situation does not fit the typical model – if conditions are such that finding employment will be unusually hard.

First, having both a positive attitude and outlook is extremely important. Employers can sense desperation and despair; organizations want to hire positive and competent people. If you've been unemployed for a long period and depressed or recently downsized and angry, find a way to shrug it off when job hunting or you will only be hurting yourself.

Second, if you're an older worker trying to find a job, you may face age discrimination. Among the ways to proactively counter any issues about your age are to limit the number of years of experience you list on your resume (by keeping to the



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last 10-15 years), eliminate dates in the education section of your resume, and focus on adaptability and flexibility in the interview.

Third, remember that you may need additional training or experience, especially if you are entering a new career field.

Fourth, you may need to consider temping or volunteering for a short period to gain experience and build network contacts that can lead to a full-time position.

Fifth, in the most extreme cases, you may need to consider relocation to a place that has a higher concentration of jobs in your field.

Hope you've found these tips for finding a new job useful.

We never take customer loyalty for granted. Our goal is always to exceed their perceived expectations. We strive to continuously add

Corporate Strategy

Through dedicated and motivated IT professionals, Global I. T. continually energizes result-oriented prospective on technology and processes – each of which are critical success factors necessary to thrive in this new economy.

value by listening to our customers and staying ahead of business and technological



shifts thus enabling us to respond with speed and accuracy to the needs of our customers.

In this new revitalized economy, no company can satisfy all its needs alone. Global IT recognizes this and partners with the “best-of-breed” companies to achieve greater productivity, better cost savings, and a higher degree of flexibility.

At Global I.T. we combine new technology with proven methodologies and day-to-day experiences thus maximizing the value-added potential of existing enterprise solutions.

In an economy where change is the only constant, at Global I.T. we make sure all the solutions and training we deliver are stable, affordable, adaptable, and cutting-edge. By keeping technology in focus and delivering on value, we strive to exceed customer expectations on every level. At Global I.T. the ability to move quickly has been the cornerstone of our success!



Conquering the challenge of school AND work

Trying to work part-time while going to school full-time can be quite the challenge. You're trying to juggle classes, homework, work, your social life and the battle to stay on top of it all.

Is it possible to work full-time and study full-time? Sounds crazy right? Like a recipe for complete, flaming burnout, followed by dropping out of school. Only crazy people would try to work and study full-time. Right?

Believe it or not, many people have very successfully attended school and held down a full-time job. These people are not crazy. They have friends and a social life and even families. They didn't burn out or go off the deep end. So how did they do it? Did they discover some method of slowing time which allowed them to move between locations rapidly? Nope. They



were just very smart and disciplined. They used some very specific methods. You can do it too if you so desire. Here are 11 methods for working and studying full-time simultaneously without going completely crazy.

METHOD #1: FOCUS ON THE ENDGAME

This isn't a method so much as an important reminder. When you're studying and working full-time, things are going to get crazy. You'll feel overwhelmed at times and wonder why you chose to do both simultaneously. You may even find yourself wanting to quit your job, school or both. In those moments, you need to remember the end game. You're working and studying

simultaneously so you can so you can offset some of the student loans. Or because you're supporting your family while also getting a degree. Or because you love your job and want to still go to school. Keep these reasons in the front of your mind when things get rough. Take a breather and remember your big, "Why?"

METHOD #2: IMPROVE YOUR READING SPEED

Perhaps the greatest challenge when studying and working full time is keeping up with all the reading. It's not uncommon to be loaded down with hundreds of pages each week, and with time at a premium it's tricky to get it all done.

One specific technique is to



improve your reading speed. Most people don't realize that they read quite slowly and have much room for improvement. [By implementing a few simple techniques](#), you can dramatically increase both your speed and comprehension.

METHOD #3: UTILIZE VACATION PERIODS

Depending on your job, you may get longer vacation periods such as during the summer or the holidays. This is especially true if you work as a teacher. Take advantage of these breaks to get more studying done than normal or to even get ahead. Some colleges even offer accelerated courses during vacation periods or between semesters. Taking these accelerated courses allows you to get credits at a much more rapid pace.

METHOD #4: CAREFULLY BREAK UP YOUR READING/STUDYING

One of the biggest challenges of working and studying full time is managing the heavy study load. You need to carefully plan

out when and how you're going to study. One powerful method for managing your study load is to systematically break up your reading and studying into carefully proportioned periods. For example, if you have 200 pages to read in two weeks, calculate how many study hours you will have available in the next two weeks. If you have ten hours available, you must read at least 20 pages per hour to complete your assignment. If you can't read that fast, you'll need to budget more study time in your schedule.

Breaking up your reading/studying into small, manageable chunks keeps you out of panic mode when you're forced to read hundreds of pages at a time.

METHOD #5: TAKE FULL ADVANTAGE OF YOUR COMMUTE

Unless you work from home, you probably have a commute to work. Most adults have at least a 20-minute commute, with some driving much longer. Your commute time is perfect for getting some studying done.

Some simple ways to do this are:

- Put study materials on flash cards review them when you come to stoplights (NOT WHILE DRIVING!).
- Download audio versions of your textbooks and listen to them as you drive.
- If you're studying a subject that's audio heavy, such as a language, record yourself saying your vocab words along with the definition. Then listen as you drive.
- Record your lectures using your smartphone and then listen as you drive. You can listen at 1.5x speed to get through the information more quickly.
- Don't waste your commute. It's time that usually is filled with talk radio or music, which isn't bad, but doesn't help you in your pursuit of a degree.



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METHOD #6: MAXIMIZE EVERY SPARE MINUTE

There are numerous times throughout the day when you have spare minutes. When you're waiting at the doctor's office, standing in line at the grocery store or waiting to pick up your child from school. These moments can easily be turned into micro study sessions. Some simple ways to do that are:

- Carry flash cards with you everywhere. If you don't want to carry them around, snap photos of them with your smartphone and use those to study.
- Utilize your smartphone.

- For example, if you're a medical student, put anatomy photos on your phone.
- Download any relevant apps that can help you study.
- Find YouTube videos and watch them on your smartphone.
- Don't underestimate the power of small moments. A few minutes here and there quickly adds up to hours.

METHOD #7: MULTITASK DURING "NON-BRAIN" ACTIVITIES

Trying to multitask while you're studying is a bad idea. It's difficult, if not impossible, to focus on two things at once. However, there are many "non-

brain" activities you do throughout your day, such as cooking, working out, bathroom breaks (seriously) or yard work. Use these activities to get in extra study time. Keep a stack of flashcards near the bathroom. Listen to audio lectures while at the gym. Work on term memorization while cooking dinner.

To the point above, small moments add up. If you can't find large, uninterrupted blocks of study time, pile small moments on top of each other.

METHOD #8: CHOOSE YOUR SACRIFICE

In order to successfully work and study full-time, you're



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going to have to make some sacrifices. Each day, consider making one sacrifice that will help you achieve your goal. Choose to give up something that will affect you and not others.

For example, instead of watching an hour of television, use that time to study. Instead of spending 40 minutes on social media, spend 40 minutes reviewing study terms. Don't give up things like family time or a workout since those are critical to a healthy work-life balance. Rather, give up the things that only affect you.

METHOD #9: PLAN A STRATEGIC STUDY DAY

To avoid becoming overly stressed before big tests, plan a strategic study day. If possible, take a day off work to go over all the material that will be covered on the test. If you can't take a day off work, use a Saturday to study. Taking at least one strategic study day before a test will significantly lower your stress levels as well as prepare you to succeed.

METHOD #10: UTILIZE PROVEN PRODUCTIVITY METHODS

The key to succeeding while working and studying full time is productivity. You must learn the art of being productive in the time you have. To that end, consider studying some proven productivity methods, such as:

- [Getting Things Done \(GTD\).](#)
- [Stephen Covey.](#)
- [The Eisenhower Matrix.](#)

You don't have to read a book to get a feel for these productivity methods. There are plenty of free videos and articles that can guide you. Undoubtedly, it will be challenging to work and study full time, but it can be done. It requires strategic use of your time, dedication and sacrifice, but if you're willing to make the effort, you can succeed.

