Curriculum Vitae and Jobs



Liliana Carrillo Social and Digital Entrepreneur/Researcher

Curriculum Vitae and Jobs

12:15 – 12:20 Introduction for the workshop. 12:20 - 12:50 Curriculum Vitae. 12:50 - 01:10 Motivation letter. 01:10-01:50 LinkedIn - Create profile. - Use LinkedIn to find a job. - LinkedIn recommendations.

Curriculum Vitae



Should we change our CV for every vacancy?



YES

Writing a Belgian-style CV

- 1. Make sure you write the CV in the correct language. Belgium has 3 official languages. Check job advertisement.
- 2. Check for grammatical and spelling errors with a native speaker.
- 3. Belgian employers pay a lot of attention to experience, motivation and social skills.
- 4. The usual style to write your experience is reverse chronological order, that is, the most recent first.
- 5. Belgian CVs tend to be relatively detailed. Recent trends one or two sides of A4 for major companies.
- 6. Keep it factual, accurate and professional looking, and use good quality paper or a letterhead if printed.
- 7. There is no obligation to provide a photograph. If you do, choose a professional-looking headshot with an appropriate background.

Arrange your CV in the following order

- Personal details
- Work experience
- Education
- Language
- Personal information
- Reference

EUROPASS

https://europass.cedefop.europa.eu/documents/ curriculum-vitae/templatesinstructions/templates/doc

VDAB

http://workinflanders.vdab.be/your-cv/tips-oncv-and-covering-letter/tips-trics-cv/tips-for-cvlayout

Liliana's CV

For Academia



For Business



+32 486 39 13 96

lylycarrillo@gmail.com

Antworpacsteenweg 1038

9040 Sint-Amandaberg, Ghent Belaisim

Liliana Carrillo

Liliana is a Researcher, Entrepreneur, Networker, and Speaker. She has over 15 years of experience in the IT sector with focus on R&D projects. Liliana is an easy-to-work-with team player who is passionate about creating a better world with prosperity, opportunities for all. She supports teams to deliver value and create the right networking and synergies among people.

Highlights

+ Certified Scrum Master (CSM), Cartified Scrum Product Owner (CSPO), Certified Agile Project Manager (ApilePM) · Speaker in international R&D confirmences · Experience in leading R&D projects and metivating teams. · Great social skills, motivator · Conscious builder of Collective Intelligence

Experience

Applied-executive, works within the Graphical and Diaital Media department setting up partnership, regarding local and international margach projects, from project idea to writing from writing to execution. PR mabling new partnerships. She works in the intersection point between technologies/methodologies and societal transformation, applying this mostly to education, business, participatory governance, co-creation and co-responsibility. She writes and executes applied-research projects, writes research articles, reviews research articles and projects, and presents at confirmers.

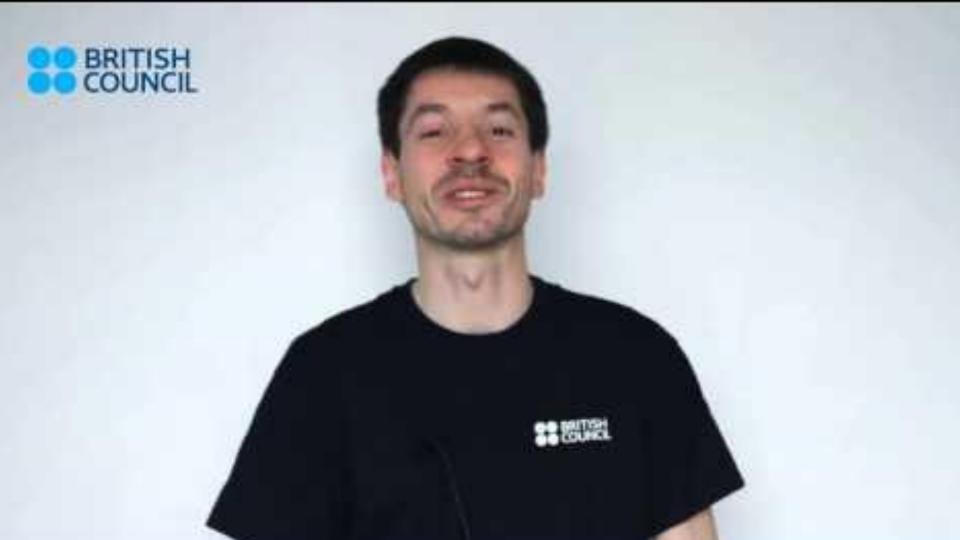
Independent IT professional, specialized in project management, and business analysis, Facilitating web-development and marketing projects mainly for SMEs and Cities. Carried out projects for the municipal government of Ghest, Oudenaarde, as well as for major companies, including Numce Communications, Etcis and Cisco. Organizes events, and workshops too.

Fundamental-Researcher, worked within the Institute for Applied Informatics on the development of an e-learning platform, and routing algorithms based on Artificial Intelligence. Worked in the Broadhund Communications Group on the research and development of a Quality-of-Service coating algorithm based on Ant Colony Optimization, AntNet-QoS. Wrote research articles and presented them in international conferences. Reviewed research articles for confirences like IEEEIndocom. Research stays at the Dalle Molle Institute for Artificial Intelligence in Switzerland (2004, 2005) and the University of Strathchyde in Scotland (2003).

Teacher and project supervisor for courses on operating systems, assembler language, and telecommunication networks at the University of Green. Teacher of various other courses (HTML, XML, PHP, CSS, JavaScript, Photoshop, ...) in evening classes for adults too. Supervisor of several theses in informatics engineering. Best project awarded at the 10th edition of Premis Patronat EPS.

Development of a farzy logic application for the analysis of data regarding oil reserves, (Reservoir Furzy Louic app), as indemodule of a the OFI (OI Field Intelligence) software using artificial intelligence for the characterization of oil reservoirs.





Extras

Podcasts on Career development



Typical Mistakes



Motivation Letter



What is your opinion? Is a motivation letter more/less important than your CV? and Why?

Тор

Writing a Belgian-style motivation letter

- 1. Check the job advertisement. Is the motivation letter needed? Make sure to write it in the correct language. Belgium has 3 official languages. Make sure you choose the correct language.
- 2. If you're applying for a job in the French region you may be asked to write your cover letter by hand, otherwise typically it should be typed. If it's the Flemish part of the country, then always type it.
- 3. Check for grammatical and spelling errors with a native speaker.
- 4. Don't go into too much detail that's what your CV is for.
- 5. Keep it short. Less. Is. More. Three paragraphs, tops. Half a page, tops. Skip lengthy exposition and jump right into something juicy. Close strong, set out why you are the most suitable person for the job.
- 6. Address the right person, or nobody. "Dear Hiring Manager" or "To Whom It May Concern".

My name (first name and last name)	date
My street address	
Postcode and city	
(Ms) (Mr) contact person	
Company name	
Street address	
Postcode and city	
Your job opening for (here I specify the job I am applyin	ig for)
or: Unsolicited application for	
	(2 blank lines)
Dear Ms/Dear Mr (here I fill in the last name of the person to	o whom I am writing)
	(1 blank line)
1. Introduction: the reason I am writing you:	
- Where did I find the job offer?	
- For which job am I applying?	
	(1 blank line)
2. Middle: I write why I feel that I am the right candidate for the	e job – briefly and to the point:
- Why am I applying for the job?	
- A few of my qualities and skills that closely match the job d	escription.
(tip: you can use your CV for inspiration)	
	(1 blank line)
3. Conclusion:	
- I would like to close by requesting an interview so that I mig	t personally introduce myself.
	(1 blank line)
The close (example: Yours faithfully)	
	(about 5 blank lines)
(Signature)	
My name (first name and last name)	
	(2 blank lines)
Enclosure: CV	

Examples:

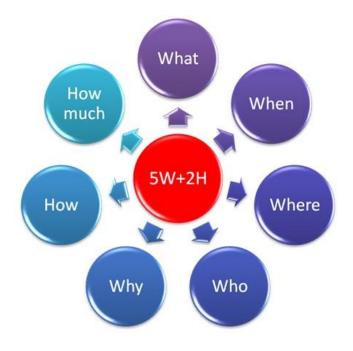
http://workinflanders.vdab.be/your-cv/tips-oncv-and-covering-letter/covering-letter/samplecovering-letter

https://novoresume.com/career-blog/how-towrite-a-motivation-letter

https://www.thebalancecareers.com/free-coverletter-examples-and-writing-tips-2060208

COVER LETTERS RECRUITERS WILL LOVE

Content of your motivation letter



What job are you applying for? What are the challenges of the company? Where did you hear from this company

Who are you? tell your passion for this job, go personal.

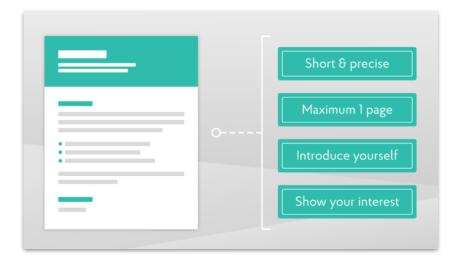
Why do you think that the company is needing a new employee? Describe Why you are the right candidate? Propose solution. How do you plan to work?

Where/when did you develop your work passion?

When are you available for an interview?

How much do you want to earn?

Summary



The most important points to include are:

- 1. Your name and contact details
- 2. The name of the company you are applying to and its address
- 3. Date of sending the application
- 4. Dear Sir/Madam, (or their name if it is known)
- 5. Content. Why are you the right candidate.
- 6. Sincerely, (or similar)
- 7. Signature

Europass Online https://europass.cedefop.europa.eu/edi tors/en/cv/compose

LinkedIn <u>https://www.linkedin.com/learning/lear</u> <u>ning-linkedin-for-students</u>

LinkedIn Your Profile

https://www.linkedin.com/learnin g/learning-linkedin-for-students



Liliana Carrillo Serial Entrepreneur, HighTech consultant, Agile Learning Facilitator, TEDx Speaker

Gent, Flanders, Belgium

Add profile section 🔻 More...

==	ThreeFold Foundation
ŝ	IDSIA, Dalle Molle Institute for Artificial Intelligence
1	See contact info
28	See connections (500+)

Liliana Carrillo is a computer scientist engineer, researcher and (social) entrepreneur with experience in the American and European markets, and friends/colleagues all over the world. Liliana is passionate about smart cities, and focuses on citizens participation. Her professional mission is to stimulate other ...

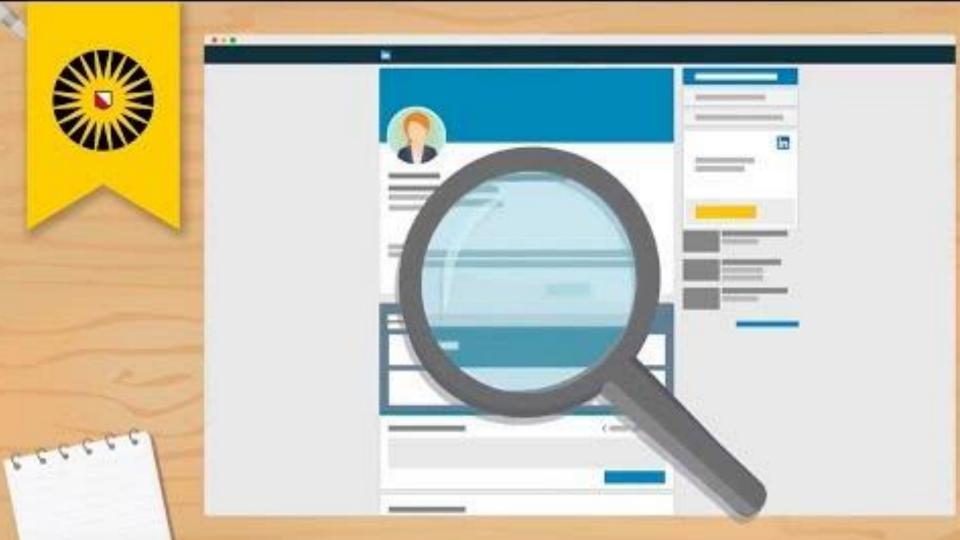


Human trust - the missing upgrade for our democracy |...



#DISUMMIT From Artificial Intelligence to Collective...

Show more 🗸



The 31 Best LinkedIn Profile Tips for Job Seekers

- 1. Put in the Time to Make it Awesome
- 2. Get a Custom URL
- 3. Choose a Great Photo
- 4. Write a Headline That Rocks
- 5. Use Your Target Job Descriptions to Your Advantage
- 6. Don't Waste the Summary Space
- 7. Use Numbers Right Up Front
- 8. Be Warm and Welcoming

- 9. Avoid Buzzwords Like the Plague
- 10. Treat Your Profile Like Your Resume
- 11. But Use the First Person
- 12. Get Personal
- 13. Show Your Achievements
- 14. Include a Current Job Entry, Even When Unemployed
- 15. Add Multimedia to Your Summary
- 16. And Your Work Experiences

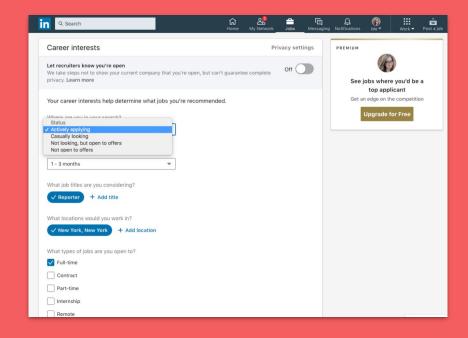
The 31 Best LinkedIn Profile Tips for Job Seekers

- 17. Add Projects, Volunteer Experiences, or Languages
- 18. Request One LinkedIn Recommendation a Month
- 19. But Make Them Strategic
- 20. Don't Be Afraid to Pick Which Recommendations You Show
- 21. Manage Your Endorsements
- 22. Update Your Status
- 23. Become an Author

- 24. Or Add Your Blog
- 25. Be a Groupie
- 26. Have at Least 50 Connections
- 27. But Don't Add People You Don't Know
- 28. Don't Go Overboard
- 29. Keep Your Job Search Under Wraps
- 30. Make Sure People Can Find You
- 31. Be Excited

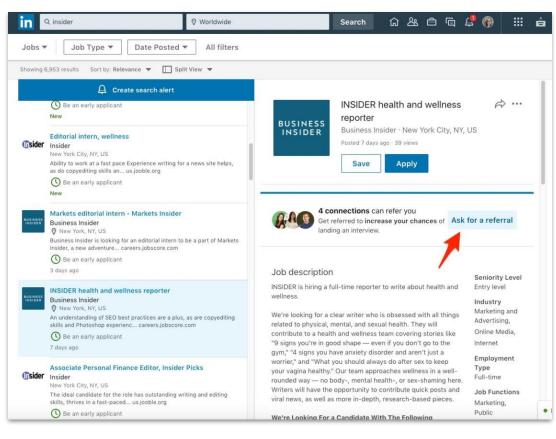
LinkedIn Find a Job

https://www.businessinsider.com/ how-to-use-linkedin-to-find-a-job-2018-8?r=US&IR=T





Ask for a referral



Career interests

Q Search	G Home	My Network		Ē saging	A Notifications	Me ▼	Work 🗸	Post a job
Career interests		Pri	vacy settings		PREMIUM			
Let recruiters know you're open We take steps not to show your current company that you're privacy. Learn more	open, but can't guarantee	complete	Off		See j	obs wher top app	re you'd be	а
Your career interests help determine what jobs you're r Where are you in your search? Status Status Cacetively applying	ecommended.						he competitio	n
Casually looking Not looking, but open to offers Not open to offers								
What job titles are you considering?								
What locations would you work in?								
What types of jobs are you open to?								
✓ Full-timeContract								
Part-time								
Internship Remote								
Volunteer							• M	essaging

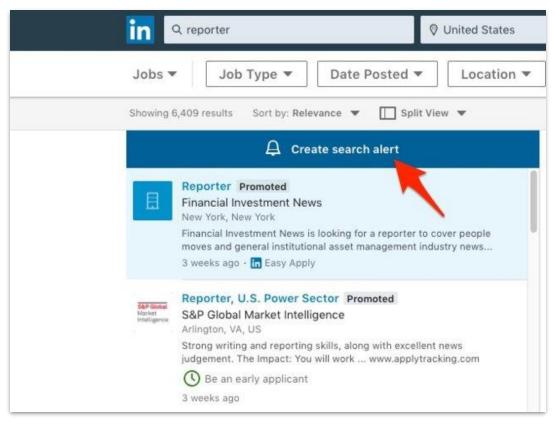
Contact possible employer with a personalized message



Use group to contact possible employer



Turn on Job alerts



Currently unemployed? Create a position



Follow companies

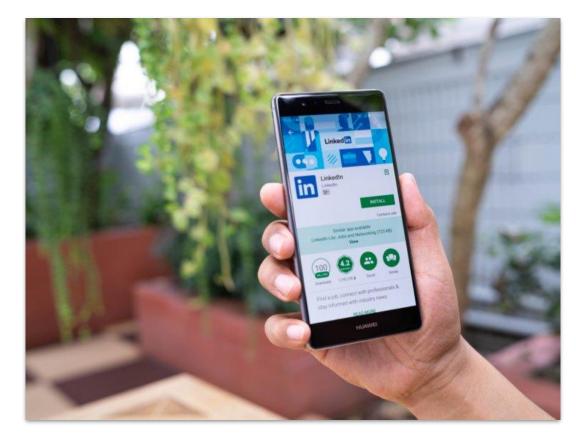
2016.

1/1		-LPA	
BUSINESS	Business Insider Online Media • New York, New York • 5, & See all 3,096 employees on Linked		
Is this the correct w		Skip	No Yes
O Your feedback will not	be displayed on Linkedin.		
About us		Recent update	See al
international editions of the largest business nu fastest-growing news 2007. Business Insider news coverage that is The site's desirable au	r of Business Insider, INSIDER, and ten of Business Insider. Business Insider, ews site in the US and one of the brands in the world, was launched in pioneered digital-native business real-time, social and mobile at its core. dience is the next generation of Insider was launched in July 2015.		ottiF
	pany's first lifestyle brand, launched in	A passionate army of share businessinsider.com	eholders ha

Emphasize Skills

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Add Skills		×
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117 You can add 26 more skills Ver: Suggested skills based off your profile: r of + Facebook + Blogging + Multimedia 114 + Social Media Marketing + Politics + Copy 1nth + Microsoft PowerPoint + Microsoft PowerPoint	- Creative Writing + Event Plan writing + Press Releases	ning
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Like, comment, share - your LinkedIn feed



LinkedIn Recommendations



How to request a recommendation from your profile?

- 1. Click the Me icon at the top of your LinkedIn homepage.
- 2. Select View profile.
- 3. Scroll down to the Recommendations section and click Ask to be recommended.
- 4. Type the name of the connection you'd like to ask for a recommendation in the Who do you want to ask?

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Thank Vou!!

Liliana Carrillo Social and Digital Entrepreneur/Researcher