Career and Employment Services

All prospective students, current students, and alumni are eligible to register and use the Amarillo College online job board at **www.collegecentral.com/amarillocollege**, where you can find available positions and upcoming workshops. You can also build a resume and receive feedback from the Career Center.
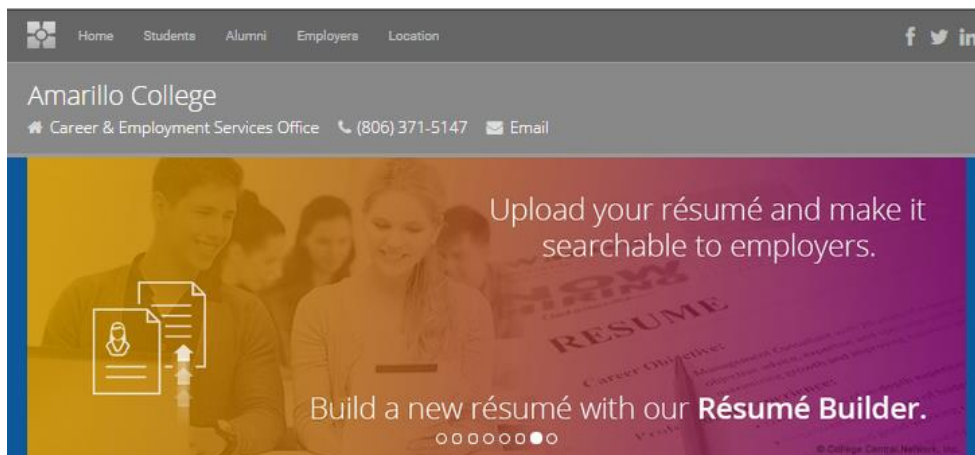
How to create an account on College Central

If you have any questions, contact our office at 371-5147 or **employmentservices@actx.edu**

How to apply for on campus student employment

Welcome to the CCN Services for Amarillo College

These services are available to students, alumni/community members and employers.

Approved employers may post jobs and search résumés.

Available services, help guides and announcements of interest can be accessed through the icons below. All services are available 24 hours a day, seven days a week.

| Students | Alumni | Employers |

Amarillo College
🏠 Career & Employment Services Office   📞 (806) 371-5147   ✉ Email
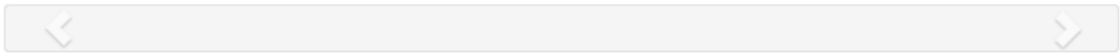
Student Services

Announcements **1**   Events & Programs **6**

Amarillo College
An Equal Opportunity Community College

All prospective students, current students, and alumni are eligible to register and use the Amarillo College online job board, where you can find available positions and upcoming workshops. You can also build a resume and receive feedback from the Career Center.

How to create an account in College Central

If you have any questions, contact our office at 371-5147 or employmentservices@actx.edu

User ID

Password

Sign in

Forgot your User ID or Password?

Not registered? Sign up!

Create Account
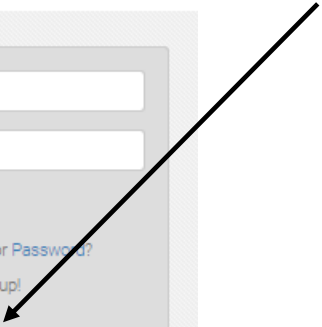
Your school requires that you use a specific value for your Access ID: **Student ID Number**.

Create an Access ID:

Create a Password:
(up to **10** characters using letters, numbers or the underscore character)

Re-enter your Password:

Remember your Access ID and Password! You will need them to log in to update your registration information, upload your résumé, and search the job listings. New postings will be appearing every day, so you won't want to miss opportunities.

Continue Registration

Access ID: AC ID number with no letter
Example: 098765

Name and Contact Information

Please enter your name, address(es), and other contact information below. All fields marked with an * are required.

First Name*	Renee
Middle Name	
Last Name*	Weiss
Email*	reweiss@actx.edu
Current Address*	2201 S. Washington
City*	Amarillo
State*	Texas
Zip Code*	79109
Country*	United States
Telephone*	806-345-5571
Fax	
Permanent Address	

Search for Opportunities Posted to My School

Search for jobs and other opportunities posted exclusively to your school; view your job search history; report offers and hires.

> Search for Jobs/Opportunities Posted to My School
> View My Job Search History
> Report Offers/Hires

Search over 500,000 Jobs

Search and apply for jobs on CCN's Jobs Central® national job board.

> Search for Jobs

Search over 25,000 Internships

Launch your career with CCN's Intern Central® national internship board.

> Search for Internships

Manage My Résumé

Upload a résumé file or build it in CCN's Résumé Central®; control who can see it; forward your résumé to prospective employers.

> Upload a Résumé
> Build a Résumé

Create a Career Portfolio

Build, edit, and maintain a comprehensive online career portfolio in CCN's Career Portfolio Central® to promote your talent to employers and network with your school's mentors.

> Create a Career Portfolio

Special Announcement

AC CCN Services offers free, comprehensive career planning resources for prospective students, current students and alumni. * Please note, if you are a prospective student and do not have a Amarillo College Student ID, you may create an account in College Central by selecting the Alumni icon.

Upcoming Events & Programs

AUG 27 Workshop: Job Readiness Workshop

AUG 28 Workshop: Resume Workshop

AUG 29 Workshop: Managing Credit

Announcements

Resume Reviews

Career Document Library   **Show All**

Communication
Resume Rubric

Communication
Top 100 Power Resume Words

Communication
Analyzing the Job Description

Communication
Resume Fonts

Communication
Sample Resume & Cover Letter

Career Advice Media Library

Podcasts

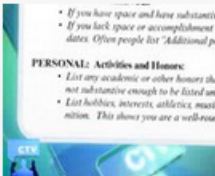**College Central Podcasts**[TM]

Free expert career and job search advice podcasts. Listen here!

Videos   More

Resume Basics

Resume tips from the career services team at Caltech.

Tips for Job Hunting

Author and Job Search Expert Lindsey Pollak shares her tips for finding and entry-level job during the recession.

Interview Advice: Common Mistakes

Here are some basic pratfalls to avoid in an interview.

Job Search Kit

Here you'll find resources to create concise and effective résumés, market yourself with professional cover letters, and prepare yourself for interviews.

With formats, guides and samples, CCN's Job Search Kit provides the basics to get you started if you're a student, as well as a refresher course if you've already graduated.

> **Résumés**   **Show**

> **Cover Letters**   **Show**

> **Interviews**   **Show**

Helpful Resources on College Central

The **chronological résumé** is the most common form of résumé in use today and is preferred by most recruiters and hiring managers. As the name implies, this format provides employers with a timeline of your employment history.

Generally speaking, your most recent job or school is listed first, followed in reverse chronological order by previous work experience.

MARY E. JONES
555-555-1212
mjones@email.com

123 Elm St., Apt. 1G
Anytown, CA 10010

JOB OBJECTIVE

An entry-level position as a Nursing Assistant in a skilled-nursing facility for the elderly.

CERTIFICATIONS / SKILLS

- Registered Nurse -- Home Healthcare Aide Certificate
- CPR and First Aid Certifications
- American Red Cross
- Lifeguard Certification
- Crisis Intervention Training
- Medication Awareness Training
- Physical Trainer Certification
- Food Handler Certification

EDUCATION

May 2010 | **University of Phoenix** | Phoenix, AZ

B.A., Psychology/Elder Care

GPA: 3.65/4.00

Dean's List, three semesters. Coursework included: Abnormal Psychology, Personality Development, Social Psychology, Child Psychology, Introduction to Gerontology

June 2006 | **Gateway Community College** | Phoenix, AZ

Associate Degree, Nursing

Coursework included: Nutrition, Pharmacology, Anatomy and Physiology, Developmental Psychology, Sociology

CLINICAL EXPERIENCE

April 2010 - Present | **Central City Hospital** | Tempe, AZ

Nurse Extern

Psychiatric Ward - work under the supervision of an MD; assist a broad range of psychiatric patients and their families by providing bedside care, patient care assessments and care plans.

January 2009 - March 2010 | **Parthenon Healthcare** | Phoenix, AZ

Nursing Assistant

Provided routine daily nursing care and services to assigned residents under the supervision of RNs; prepared residents for meals and assisted with feeding needs; assisted residents with ambulating, re-positioning and transferring.

June 2009 - September 2009 | **City of Phoenix Parks Department** | Phoenix, AZ

Lifeguard

Lifeguard, Swim Instructor, Water Aerobics Instructor.

VOLUNTEER

First Aid and Safety Member, U.S. Lifeguard Association
Visiting Nurse's Association, Meals On Wheels Volunteer Driver
Public Health Aid Network
Oakwood Healthcare Network Young Adult Volunteers Program

The **functional résumé** accentuates skills rather than dates. Company names, dates of employment, and titles are either played down or omitted entirely.

This format typically starts with a job objective. The objective statement is then followed by a "Skills" category featuring summaries of the various skill areas pertaining to the stated job objective.

MARY E. JONES

555-555-1212
mjones@email.com

123 West 57th St., Apt. 1G
Anytown, CA 10010

JOB OBJECTIVE

An entry-level position as a Nursing Assistant in a skilled-nursing facility for the elderly.

CAPABILITIES

General Nursing
- Assisted floor nurse in a major hospital; 450 bed facility. Duties included maintaining an orderly, efficient, and timely flow of patients; greeting patients and preparing them for physician's examination.
- Provided general nursing care to patients as necessary for office treatment.
- Screened patients for appropriate information and instructed patients in the collection of samples and tests.
- Arranged for patient testing and admissions. Checked rooms daily for necessary supplies. Responded to incoming telephone calls.

Post-operative Care
- Instructed patients and family regarding medications and treatment instructions.
- Special training in resuscitation assistance for cardiac patients.
- Conferred with physician to develop post-op plan of treatment and rehabilitation based on physician's orders and initial patient assessment.
- Provided hands-on care, case management and evaluation of the care plan, and education of the patient utilizing care notes. Revised plan in consultation with physician based on ongoing assessments.

Convalescent and Elder Care
- Assisted in developing patient care plans specifically addressing identified patient problems, nursing problems and goals.
- Documented skilled nursing notes, communication notes, and home health aide supervisory notes.
- Acted as patient advocate and liaison to assist in communicating patient needs to a multidisciplinary team.

CLINICAL EXPERIENCE

April 2010 - Present	Central City Hospital *Nurse Extern*	Tempe, AZ
January 2009 - March 2010	Parthenon Healthcare *Nursing Assistant*	Phoenix, AZ
June 2009 - September 2009	City of Phoenix Parks Department *Lifeguard*	Phoenix, AZ

EDUCATION

June 2009	University of Phoenix *B.A., Psychology/Elder Care*	Phoenix, AZ
June 2006	GateWay Community College *Associate Degree, Nursing*	Phoenix, AZ

TECHNICAL SKILLS

- Microsoft Word, Excel, PowerPoint, Outlook
- Social Networking: Facebook, Twitter, LinkedIn
- Basic knowledge of computer networking.
- Advanced knowledge of HTML and CSS programming.

VOLUNTEER

First Aid and Safety Member, U.S. Lifeguard Association
Visiting Nurse's Association, Meals On Wheels Volunteer Driver
Public Health Aid Network
Oakwood Healthcare Network Young Adult Volunteers Program

Résumé Builder -- *Renee Weiss*

Preview and Save

1 Showcase skills, abilities, education, and experience.
Fill in Résumé Components

2 Choose a layout, adjust margins, change typeface.
Preview Résumé

3 Save the résumé and use it in your job search!
Save to Résumé Central®

Click on green circle to add information

Key To Résumé Builder Tools

✎ Edit an entry or title
➕ Add a new entry or section
➖ Remove an entry or section
🔼🔽 Move entry up/down
◀▶ Move section up/down

Résumé Examples
Résumé Tips & Advice
Action Verbs

Please Note: If you need to quit working on your résumé before it is completed, just log out and your résumé will be saved as "In Process." When you are ready to continue, log back into your account, go to Manage My Résumé, and click the "Continue" button to continue working on the résumé.

Contact Information ➕

Add Contact Information to your résumé.

Objective ➕

Add an Objective to your résumé.

Summary of Skills ➕

Add a Summary of Skills to your résumé.

Education ➕

Add Education information to your résumé.

Experience ➕

Add Experience information to your résumé.

Add a Section *(optional)* ➕

Add ➕ sections for optional résumé components such as Activities and Organizations, Honors and Awards, Publications, or any other category that supports your career objective.

| Home | ✖ Renee Weiss | | Help | Settings | Log Out |

Résumé Central®
»» **Résumé Manager**

Your Résumé has been uploaded. It is currently pending review by the Career & Employment Services Office.

Uploading a résumé into Résumé Central enables you to apply online to job postings that are of interest to you. And, if you so authorize, it also makes you eligible for referrals to employers by the Career & Employment Services Office, and/or allows employers to review your résumé online. **Please note: All resumes are subject to Career & Employment Services Office approval.**

You have uploaded the résumés shown below. Click the [**Update**] button if you want to replace the résumé, change its name, or update the contents (if it was built with Résumé Builder). To **view** or **print** the résumé, click the 📄 icon next to its name.

Name	Source	Status	Upload Date		
📄 Renee Weiss	Builder	Pending	08/28/2014	Update	Delete

Please Note: résumés will only be stored for 18 months from the upload date.

Once your resume is approved by Career and Employment Services, the status will change to "Approved"