


Chicago  
Wilderness



McHenry County  
CONSERVATION DISTRICT

## Networking 101

Preparing for CW  
Congress 2020

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## Overview

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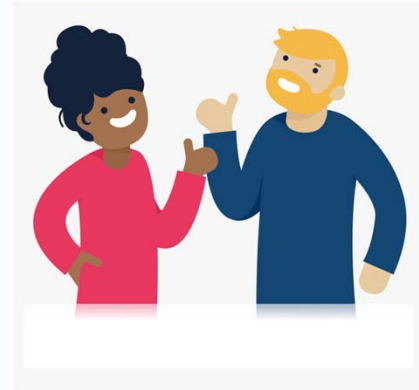
- What is Networking?
- Prepping for a Conference
- Making Connections
- Following Up
- Reaching Out
- Paying it Forward



## What is Networking?

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- Talking during breaks
- Sitting next to someone new
- Asking a question
- Introducing someone to a friend
- Stopping at a vendor table



## What is Networking?

### *Pro Tips*

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- Be yourself.
- You have something in common with everyone.
- Just walk up to someone – they're probably shy, too.
- You can learn something from everyone.

## Prepping for a Conference

### *What do you need?*

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- Know Your Purpose
- Elevator Speech
- Business Cards
- Resume/Curriculum Vitae
- Notebook and pen/pencil



## Prepping for a Conference

### *Know Your Purpose*

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- What do I want out of this conference?
- What types of topics interest me?
- Who do I want to meet?



## Prepping for a Conference

### *Elevator Speech*

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- 30 seconds – 1 minute max
- Introduce yourself
- Why are you there?
- What do you do?



*Should be a hook, not a summary of your resume!*

## Prepping for a Conference

### *Elevator Speech*

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- *“Hi, my name is Jackie Bero. I’m studying biology with a pre-veterinary emphasis at Carroll University, but am always looking for wildlife opportunities. Fun fact: I lived with wolves for a summer.”*
- *“Hi, I’m Jackie Bero. I’m the Volunteer Coordinator for Natural Resources at McHenry County Conservation District. My background is wildlife biology, but I’m currently managing programs like stewards, plant/wildlife monitors, and burn volunteers. What do you do?”*

## Prepping for a Conference

### *Elevator Speech*

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- Practice, practice, practice!
- Be prepared to highlight difference experiences based on your audience



## Prepping for a Conference

### *Business Cards*

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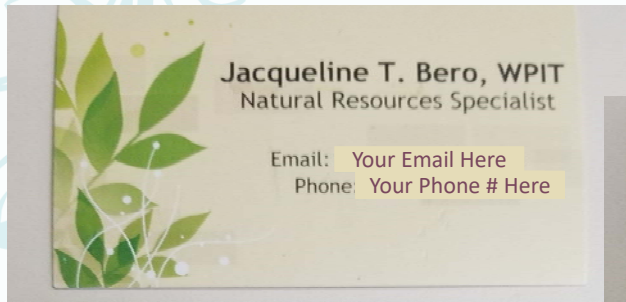
- Name
- Position
- Email
- Phone number
- Optional:
  - Find me on LinkedIn
  - Address
  - Photo



## Prepping for a Conference

### *Business Cards: Student*

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## Prepping for a Conference

### *Business Cards: Professional*

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## Prepping for a Conference *Resume*

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- Might not need it, but good to have with you
- First ½ page is most important!
  - Max 1 page resume
- Include buzz words from job descriptions that interest you
- Proofread!!!
- Different versions based on type of jobs
  - Ex. Environmental Education vs. Technician

## Prepping for a Conference *Resume*

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- **Needs Improvement:**
    - Worked for nature center, various topics
  - **Okay:** Use active, skills-based words to start off
    - Taught environmental programs for youth, including Woodland Plant ID, Wildlife Tracking, Bird Calls, Camping Basics, Arts & Crafts, Bugs n' Bees, and Wildflowers in Your Garden
  - **Good:**
    - Led daily hikes, plant/wildlife ID, and crafts programs for ages 5-13
- Frequency      Specific topics or skills shown      Type of group
- Too much detail

**NAME**  
Street Address, City, State Zip Code | Phone # | Email Address

**RELEVANT EXPERIENCE**

**International Center for Coral Reef Research & Restoration, Summerland Key, FL**  
Land-Based Coral Nursery Intern Jan 2018-April 2018

- Completed daily coral husbandry tasks, removing algae and other fouling organisms.
- Performed basic aquaculture maintenance duties, cleaning tanks and sea water systems, and regulating optimal light and water quality conditions.
- Performed micro-fragmentation technique, hands on propagation of corals (producing about 1,000-2,000 fragmented/ weeks).

**John G. Shedd Aquarium, Chicago IL**  
Marine Mammals Intern May 2017-Nov 2017

- Advanced to training marine mammals - working guest behaviors, basic feeding with point bridges, and aiding in secondary husbandry for marine mammals.
- Prepared daily diets for marine mammals and maintained a clean working environment for animals and staff.
- Kept records for job duties and cetacean respirations.
- Developed skills in guest relations through public interactions.
- Assisted with an ethogram on a 2-year old male Pacific White-sided Dolphin.

**The University of Tampa, Dr. Michael Middlebrooks - Sea Slugs, Tampa, FL**  
Undergraduate Research Sept 2016-March 2017

- Maintained life support systems for sea slugs, performing full and half water changes for tanks.
- Enhanced skills in lab work with researchers and developing experiments.

**SKILLS AND CERTIFICATIONS**

- PADI Open Water SCUBA Certified
- Geographic Information Systems (GIS) Software - ArcMap 10.4.1

**EDUCATION**

**The University of Tampa, Tampa FL**  
B.S. Marine Science/Biology, Minor: Environmental Science  
GPA, Honors

- Dean's List, The University of Tampa, 4 semesters
- University of Tampa Presidential Scholarship, 2013-2017
- Phi Eta Sigma National Honors Society

**ADDITIONAL PAID WORK EXPERIENCE**

**Whole Foods Market, Park Ridge IL**  
Produce Associate May 2014-May 2017

- Experienced in customer service and developed detail-oriented organization.
- Ability to work independently and problem solve in time sensitive situations.
- Willingness to complete any task at hand and committed team member.

## for a Conference ident

Most important info here

Undergraduate projects count as experience

Relevant certifications

Use unrelated jobs to highlight your personal characteristics:

- Customer service
- Detail-oriented
- Committed
- Problem solving

**NAME**  
Address, City, State, Zip Code  
Phone Number, Email Address

**Education**

**Carroll University, Waukesha, WI** May 2013  
B.S. Biology, Minor in Environmental Science GPA: 3.74-3.70/4.00

**Awards**

*American Ornithologist's Union Student Membership Award (Jan. 2014), Deans List (eight semesters), NSF STAR Scholar (Sept. 2009 - May 2013), Great Lakes National Scholarship (Aug. 2013), Balda Award for Outstanding Junior-Senior in Field Biology (May 2012/2013), Richard and Elizabeth Hunter International Award (Sept. 2011)*

**Publications/Presentations**

Hulina, J., Lauf, M., & Lewis, S. 2012. Courtship, nesting, and aggression in Gentoo penguins at the Milwaukee County Zoo. *Animal Keepers' Forum*, 40(3):114-123.

Hulina, J. & Lauf, M. 2011. Courtship, nesting, and aggression in Gentoo penguins at the Milwaukee County Zoo. Poster presented at the Milwaukee County Zoo, Milwaukee, WI.

**Wildlife Experience**

**Pauli Lab, University of Wisconsin-Madison** (Nov. 2012 - Jan. 2013, Babcock, WI)  
*Research Technician*

- Applied radio telemetry and PIT-tagging to studying porcupine populations after predator reestablishment

**Willowbrook Wildlife Center** (Summer 2012, Glen Ellyn, IL)  
*Animal Keeper Intern (99.5 hours)*

- Rehabilitated injured, orphaned, or ill local species and released recovered animals
- Provided daily care (including syringe feeding, providing enrichment, and administering medication)
- Participated in Blanding's turtle head-start recovery project

**Wildlife Science Center** (Summer 2011, Columbus, MN)  
*Animal Care Intern (397 hours)*

- Provided daily care for Minnesota predators, primarily wolves (including food preparation and cleaning)
- Collected and managed data for study of accuracy of stable isotope testing in Great Plains gray wolf diets
- Trained with USDA Wildlife Services to capture, sedate, monitor, and draw blood from wolves

**Department of Life Sciences, Carroll University** (Fall 2011, Waukesha, WI)  
*Behavioral Ecology Course*

- Designed and carried out an original research study on courtship/nesting behaviors of Gentoo penguins

**Domestic Animal Experience**

**Humane Animal Welfare Society** (Feb. 2009 - May 2013, Waukesha, WI)  
*Volunteer Animal Caretaker*

- Provided daily care and socialization for both domestic and exotic pets

**Rhineland Animal Hospital** (Summers 2008 - 2011, Rhineland, WI)  
*Job Shadow of Dr. Rappert, Dr. Buchberger, and Dr. Pivani (31 hours)*

- Observation of clinical practice for domestic pets, including office visits, lab tests, and surgeries

**Professional Organizations**

**Beta Beta Beta: National Biological Society** (Sept. 2009 - May 2013)

## for a Conference ident

Most important info here

Scholarships can count as grant-writing experience

All of these experiences are from volunteering, internships, or part of a class



**Name**  
Street Address, City, State Zip Code  
Email and Phone #

**OBJECTIVE**  
To obtain the position of Restoration Specialist, where I can use my education and previous work experience to help complete tasks at hand.

**WORK EXPERIENCE**

**Audubon Great Lakes - Chicago, IL**      October 2018 - December 2018  
Crew Chief (Seasonal Supervisor)

- Created weekly schedules to assign tasks to implement at work sites
- Oversee work conducted by crew members and relay information to Forest Preserve Staff
- Worked with many volunteers and other organizations to complete tasks

**The Chicago Park District**      April 2018 - September 2018  
Natural Areas Worker (Seasonal)

- Maintained husbandry of park district sites, by removing invasive plants, litter, and debris
- Assisted in Training co-workers on proper herbicide use
- Conducted maintenance on tools and equipment that required cleaning/needed fixing

**The Nature Conservancy - Markham, IL**      December 2017 - March 2018  
Winter Technician (Seasonal)

- Worked outdoors in extreme weather conditions
- Removed many different plant species with chainsaws, brush cutters, and other tools
- Worked closely with a team of 2-7 people to achieve goals

**Audubon Great Lakes - Chicago, IL**      June 2017 - December 2017  
Restoration Intern (Seasonal)

- Removed invasive plants through herbicide application, mowing, burning, and hand pulling
- Worked under little supervision, and successfully collaborated with different organizations
- Communicated exceptionally with many visitors who entered the work site

**Aquarium Adventure - Bolingbrook, IL**      January 2014 - December 2014  
Fish Specialist

- Educated countless customers on aquarium maintenance and fish care
- Established understanding of up to 100 species of fish, corals, and invertebrates
- Praised by customers for excellent oral communication skills

**EDUCATION**

**University of Wisconsin-Steven's Point**      May 2017  
Bachelor's Degree in Wildlife Ecology/Management

**Moraine Valley Community College**      May 2014  
Associates Degree in Science

**CERTIFICATIONS & SKILLS**

- CPR/First Aid
- CW Prescribed Burn Certified
- Herbicide Applicator/Operator
- FPDCB Brush Pile Burn Certification
- FPDCB Brushcutter & Chainsaw - Feller 1 Certified

## for a Conference *Young Professional*

Can add objective statement

Supervisory experience valuable

Most important info here

List of certifications/skills relevant to objective

## Prepping for a Conference *Curriculum Vitae*

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- Requested for research/academia positions
- Still want first ½ page to pop out
- More detail than a resume – may include:
  - All publications/presentations
  - Honors/awards
  - Certifications
  - Continuing education

## Prepping for a Conference

### *Extras*

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- Bring a pocket-sized notebook and pen/pencil!



## Making Connections

### *Meeting New People*

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- Make it easy to see your name tag
- Take advantage of every opportunity offered
  - Attend planned social events
  - Sit next to someone new at lunch
  - Strike up conversation while refilling a beverage
  - Offer to introduce someone to your colleagues

## Making Connections

### *Asking Questions*



- People like to talk about themselves – listen actively
- Ask story-prompting questions like:
  - How did you get started in your field?
  - What do you love about your job?
  - What does a typical day look like for you?
  - What are the realistic challenges of what you do?
  - Where do you want to go next?
  - What would you study if funding weren't a limiting factor?

## Making Connections

### *Exchanging Business Cards*

- Before parting ways:
  - Thank them for talking with you
  - Ask to exchange contact info
- *Pro Tip:*
  - Write down how/when you met on the back of their business card.



## Following Up

### *Making an Impression*

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- Within 1-2 weeks, send “nice to meet you” note
  - Send via email
  - Request to connect on LinkedIn
  - Add personal touch
- Check-in before going to same conference next time
  - Ex. Will you be going again? Hope to see you there!

## Reaching Out

### *Looking for Internships & Jobs*

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- Ask your connections about:
  - Relevant training opportunities they’d recommend
  - Upcoming job/internship opportunities
  - Pros/cons of the job based on their experiences
- Be respectful of your connections if jobs posted at their organizations
  - Do your research – don’t ask them about info that’s already available online
  - Don’t expect special treatment



## Questions?

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## Resources

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- <https://www.thebalancecareers.com/cv-vs-resume-2058495>
- <https://www.careereducation.columbia.edu/resources/what-curriculum-vitae>
- <https://www.indeed.com/career-advice/resumes-cover-letters/6-universal-rules-for-resume-writing>
- <http://nelib.org/wp-content/uploads/2014/10/ConferenceNetworking101.pdf>
- <https://www.insperity.com/blog/networking-for-introverts/>
- [https://www.washingtonpost.com/jobs\\_articles/2012/10/09/dbb7d628-121d-11e2-be82-c3411b7680a9\\_story.html](https://www.washingtonpost.com/jobs_articles/2012/10/09/dbb7d628-121d-11e2-be82-c3411b7680a9_story.html)