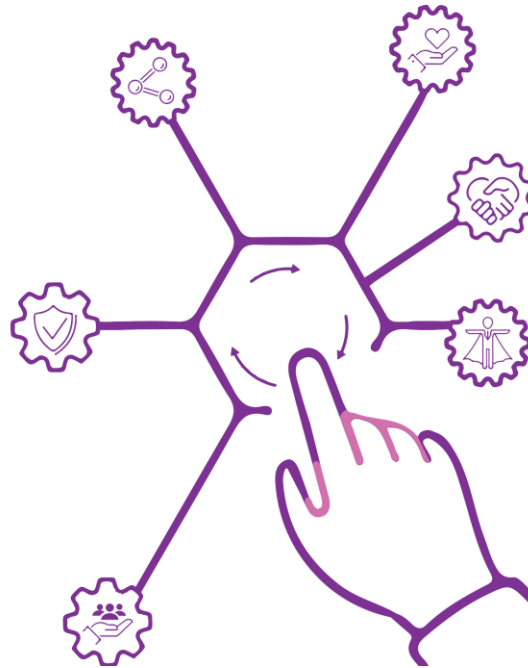

TRAIN



SMART

Presenter: Josephine Mesta

Db a Train Smart

Josephine.mesta@gmail.com

670-287-9033

How are you feeling ?



1

2

3

4

5

6

7

8

Why are you here today?

What are your expectations from
this workshop?



NEED A JOB?
RIGHT THIS WAY

I'm looking for a job as a
_____.

Create your personal advertisement of
why we should hire you.

workplace

expectations

Expectation #2: Hygiene Appearance



Looking for Work



Smart Casuals for Work



Hire ME!







Appearance on Paper

Elizabeth Holmes

+1 (970) 333-3833

elizabeth.holmes@coolfreecv.com

Store Manager equipped with extensive experience in automotive sales management. Employs excellent leadership skills and multi-tasking strengths. Demonstrated ability to improve store operations, increase top line sales, and reduce costs.



Experience

09/2015 to 05/2019

Store Manager

LUXURY CAR CENTER, New York

- Motivate and coach employees to meet service, sales, and repair goals.
- Create and modify employee schedules with service levels in mind.
- Recruit and hire top mechanics, service advisors, and sales people.
- Maintain detailed logs and reports of services performed, profit, and budget information.
- Help out in sales and repair areas as needed and maintain comprehensive current knowledge of operations.

09/2014 to 09/2015

Store Manager

JAPAN CAR CENTER, New York

- Answered customer questions and resolved service issues in a timely manner.
- Diagnosed customer issues by asking probing questions and write up repair orders.
- Ordered supplies and kept inventory at optimal levels.
- Coordinated equipment repairs and maintenance.

Highlights

- Results-oriented
- Revenue generation
- Business development
- Effective marketing
- Organisational capacity
- Operability and commitment
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

Education

Bachelor of Science: Automotive Technology - 2014
Technical Institute, NY

Hobbies

- Playing chess - great way to unwind, destress, and keep the mind sharp.

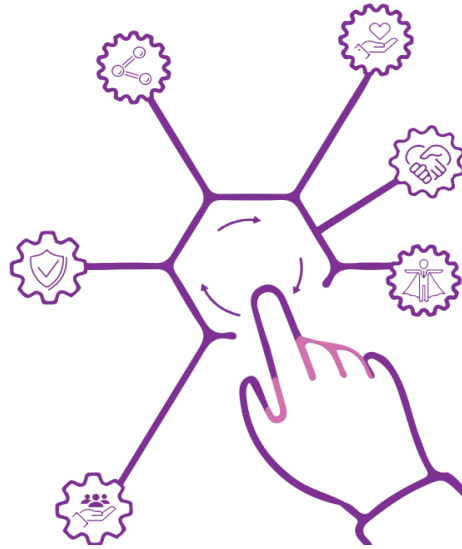
Attitude and Behavior



10 Ways to Build Confidence

- Dress Sharp
- Walk Faster
- Good Posture
- Personal Commercial
- Gratitude
- Compliment other people
- Sit in the front row
- Speak Out
- Work Out
- Focus on Contribution

TRAIN



SMART

BREAK

SOFT SKILLS
IN THE WORKPLACE



Communication



Body Language

"High Power" body language (top row)
vs.
"Low Power" body language (bottom row)

(Images courtesy of Amy Cuddy, Harvard University)





Dependability and Flexibility



Integrity



Teamwork



Problem Solving Skills



List Top 5 Reasons Why You
Should Hire Me



HIRE ME



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Si Yuus Maase!
Good Luck on your Job Search

