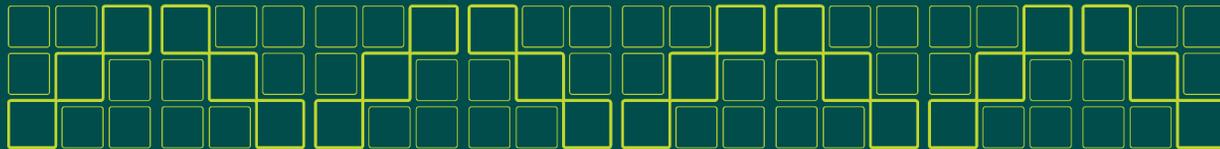

Transferable Skills

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Transferable Skills Blitz Topics

- What are transferable skills?
- Marketing your transferable skills for specific careers
- Enhancing your cover letter, resume, and interview using transferable skills
- Thinking outside the box about jobs that use your transferable skills

Transferable Skills Definition

- Learned abilities and skills that you acquire through-out your professional AND personal experiences that are applicable to any career.
 - Coordinating multiple projects
 - Training technical staff to operate equipment
 - Event organization
 - Managing project budgets

Mentored 3 undergraduate students

- Industry
 - Responsible for hiring, supervision, and performance review of three junior scientists
- Science Administration
 - University of Michigan's EXPLORE program mentor for undergraduates from underrepresented groups, 2010 through 2012
- Consulting
 - Effectively communicated and transferred complex technical information to junior personnel. Used expertise to assist junior personnel with problem solving.
- Project management
 - Empowered project staff to meet quality standards, use resources effectively and deliver tasks on time.

Career Symposium Committee Member

■ Industry

- Developed novel strategy for workshop designed to expose scientists to careers in the biotechnology industry. Identified experts, gained stakeholder buy-in, implemented plans in accordance with time-lines and budget restrictions.

■ Science Policy

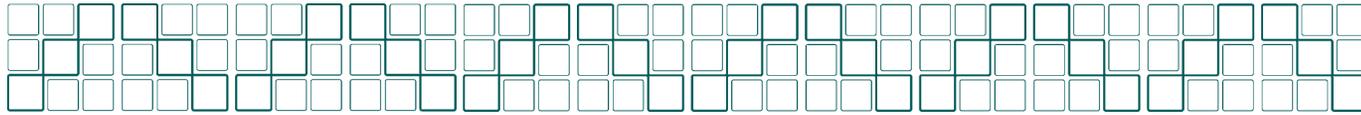
- Interpreted and applied administrative guidelines regarding financial management, procurement, facilities use. Facilitated communication between established career professionals and junior scientists

■ Science Administration

- Organized career and professional development symposium attended by 4,000 graduate students and postdoctoral scientists. Symposium highlighted 16 different career tracts and included 25 workshops on various professional development skills including networking, using linked-in, and preparing resumes.

Developed Transgenic Mouse Model

- Industry
 - Developed a cystic fibrosis transgenic mouse model that resulted in 8 peer reviewed publications and \$3.6 Million in grant funding.
- Project Management
 - Developed strategy and implemented 2.5 year \$1.3 M project in collaboration with institutional core facility and external academic partner. Project resulted in \$3.6 M in additional funding.
- Regulatory Affairs
 - In collaboration with institutional Animal Care and Use Committee (IACUC) and Biological Safety Committee submitted and gained all necessary documentation to develop transgenic mouse model for cystic fibrosis. Documents were completed 6 weeks ahead of schedule.



Skills

- Technical
- Supervision/Management
- Team
- Collaboration
- Professional
- Computer
- Service
- Leadership
- Languages
- Communication

Leadership

■ What we normally see:

- President of graduate club
- Nothing

■ What we should see:

- Coordinated annual vendor shows, resulting in a \$3000 profit for the organization.
- Organized student sponsored seminar series, this included one seminar speaker per semester and the Annual Women in Science Seminar.
- Developed non-traditional career forum, inviting and coordinating visits for 6 speakers.
- Assisted in planning welcome week events for new graduate students.
- Planned departmental social activities.

Communication Skills

- What we normally see:
 - Excellent verbal and written communication skills
- What you should say:
 - Presented X posters and Y talks at (Inter)National meetings
 - Presented talks to various audience type (examples)
 - Wrote SOPs, journal articles, reviews, lay-audience articles, etc.
 - Edited lab grant and manuscripts before publication
 - Facilitated a group discussion as seen by....
 - Negotiated a
 - Speak X, a valuable asset in this job

More resources

- Join our Listserv to get info while you are not at the NIH
 - Go to www.training.nih.gov to sign up.
- Connect with me on Linked-In and join the NIH Intramural Science Linked-In group
- Watch previous OITE career workshops, including many on CVs, resumes and cover letters
- Read the OITE Careers blog and join the Twitter group @NIH_OITE
- Join the OITE NIH Training Alumni database if you are/were a student or fellow here
- Email me at conlanlo@mail.nih.gov

Using Transferable Skills List

“Explain complex or difficult concepts in basic terms and language”

Developed an on-line module to explain epigenetics concepts, specifically DNA methylation and histone modification, for new employees joining our research lab. Explained concepts by relating dietary influences on gene regulation. The module quickly became our new employee’s favorite part of orientation.

Data Analyst

- HJF is seeking a Data Analyst to support the Center for the Study of Traumatic Stress (CSTS), within the Department of Psychiatry located in Bethesda, Maryland. HJF provides scientific, technical and programmatic support services to CSTS.
- The Center's work addresses a wide scope of trauma exposure from the consequences of combat, operations other than war, terrorism, natural and human-made disasters, and public health threats. CSTS is a part of our nation's federal medical school, Uniformed Services University (USU), and its Department of Psychiatry, as well as a partnering center of the newly established Defense Centers of Excellence (DCoE) for Psychological Health and Traumatic Brain Injury.

Responsibilities

- Works with the Project PI(s) to achieve the goals of the projects.
- Provides guidance in appropriate statistical methods as well as input into future design and methodology of studies.
- Maintains and manipulates databases; including establishing, testing, and modifying data sets.
- Performs statistical analyses, design surveys, work with different means of survey delivery including on-line.
- Provides relevant statistical and project status reports.
- Performs literature searches and writes scientific reports/papers.

Required Knowledge, Skills and Abilities

- Knowledge of statistics and study design; proficiency in SAS or SPSS including programming and use of statistical procedures
- Knowledge of databases and other software such as Microsoft Word, PowerPoint, Excel and Access 2003 and 2007;
- Experience in data management, statistical analysis of longitudinal or repeated measurement data
- Ability to communicate effectively
- Excellent writing skills
- Knowledge of qualitative data analytic procedures preferred but not required.
- Minimum Education/Training Requirements: Master's or Doctoral degree in Biostatistics, Measurement, or related field.
- Minimum Experience: 2-4 years of academic or clinical research-related experience.