



MONTHLY INTERNSHIP AND CAREER NEWS

CONNECT

ISSUE 02

ICO WILL HELP ! IN THIS ISSUE

On behalf of the **Internship and Career Office (ICO)**, we are pleased to share the second issue of **ICoConnect** with you!

Need Help ?

Great CV's are not created at the end of your final year at USJ, they are built with the skill development, extracurricular and working experiences, as well as the career knowledge that you attain during your course time.

Internship and Career Office services

ICO aims to help you in this rewarding journey, also providing tools that will support you during the job searching and application processes.

Feel free to contact ICO (ico@usj.edu.mo) for:

- Publishing of student articles / ideas / projects on ICO's monthly newsletter;
- CV and cover letter critiques and helpful tips (e.g., LinkedIn profile);
- Guidance regarding personal and/or professional development;
- Job and internship search tools and tips;
- Interview preparation and tips;
- Request of workshop / seminar topics.

Where you can find us

The new ICO office is located on the second floor of the Residential Hall. As always, please feel free to drop by, call us at 8592 5699 or e-mail us.

Our team

Dr. Patrick Lam, Joana Costa, Laura Druktenyte, Jeanete Ozorio

ICO SERVICES
DECEMBER
CALENDAR
3 THINGS YOU
SHOULD KNOW
ABOUT ...
ARTICLE (IN
CANTONESE)
INTERVIEW -
BRAND IDENTITY
DESIGNER
JOB POSTINGS
THE WORKSHOP
WORD SEARCH
FOLLOW US ON
SOCIAL MEDIA



@ICOUSJMACAU



CONNECT

INTERVIEW WITH JULIUS SENIUNAS

What do you currently do?

I work as brand identity designer as well as I am studying masters of Architecture in KU Leuven - Sint Lucas University in Belgium.

What made you choose branding?

I believe there is no singular answer as branding became part of my life through several years. However, I was critical and knew three things. Number one - I am pretty good at graphics. Number two - most of the time I knew the way to sell my idea or concept. Number three - I am not skilled enough anywhere else. In the end, it was a field where I simply saw a niche to experiment with skills I already had and used it as a chance to develop new ones.

How did you get to where you are now? Can you please tell us more about your studies and work experience.

By realizing that architecture and branding are very intimately related. To colour this thought, as for example we can take CCTV tower in Beijing, it is an architectural form that in a way shapes the identity of Beijing and whole country of China. On the other hand, we could take a vivid-blue painted wooden fence in my neighborhood, to some it is just a fence, to others, it is a symbol of home and the signature of a whole street. Although examples are from very different scales and places of the world, they both form an identity of places through architecture in its own way. Firstly I understood the relation between these two fields when mixing and matching my architecture studies in Vilnius Academy of Arts with freelance branding design work. It proved to be right even more when I did an architecture internship at ARKLM (Lahdelma Mahlamäki Architects) in Helsinki, Finland.

DECEMBER CALENDAR

2ND

3RD BAND OF CHINA CUP USJ BUSINESS KNOWLEDGE COMPETITION

4TH

GAES "憲法與我" MICROFILM COMPETITION AWARD CEREMONY

5TH

2017 USJ SA ELECTION

6TH

ICO "HOW TO REDUCE STRESS" WORKSHOP

7TH

2017 USJ CHRISTMAS PARTY@GREENCAMPUS

10TH

WALK FOR A MILLIONS 2017@NAPE1 BLOCK B



CONNECT

**"IF OPPORTUNITY DOESN'T KNOCK, BUILD A DOOR."
(MILTON BERLE)**

LEADERSHIP

It was one of my first professional architecture experiences, I went there honestly not knowing how "things" work. With the huge confidence that the team had in me, which I am grateful for, I had the chance to try to get to the next step when blending architecture, readability of it and branding while working on projects for United Kingdom Holocaust Memorial, Oulu Train Station, Aalto University campus, amongst others. This new type of work experience made me naturally sacrifice a bit of time that I would have put to my personal works, however, it taught me an invaluable lesson about the importance of collaboration in our field of work. While I came there not knowing how "things" worked, I left with not knowing how things could work better.

What advice would you give to graduate students or young professionals starting out in the field?

Expose your work and be tastefully naive.

Professionally-wise, what do you hope for in the future?

Do you have a specific goal you would like to accomplish?

When you achieve a great feat, only then you realize that it is not yet your goal, the work is not yet final and ampler work is yet to start. When my colleague and I won an international competition for Kaunas European Capital of Culture 2022 brand identity, I thought that we had reached the top. However, not even a day passes and you, fueled with all the emotions, congratulations, smiles and trust, open up your notebook and strive to make the project perform even better in real life. Only the silenced iPhone buzzes somewhere on the table.

by Laura Druktenyte student ambassador at USJ's ICO and Joana Costa Intern at USJ's ICO

A HIGHLY DEMANDED TRAIT EMPLOYERS LOOK FOR WHEN RECRUITING IS LEADERSHIP. ACCORDING TO AN ARTICLE BY THE MUSE'S JENNY FOSS, HERE ARE SOME WORDS YOU CAN USE IN YOUR CV THAT SHOW YOU ARE A LEADER... TO SHOW YOU ARE INNOVATIVE: PIONEERED / MODERNIZED / OPTIMIZED TO SHOW YOU KNOW HOW TO STRATEGIZE: BUDGETED / INVESTED / NEGOTIATED TO SHOW YOU ARE INSPIRATIONAL: COACHED / MENTORED / MOTIVATED TO SHOW YOU ARE INFLUENTIAL: CONVINCED / MOBILIZED / PROPELLED



CONNECT

時間管理

1. 效率

工作:

適量的休息

每當碰到瓶頸時把工作放下，讓自己的心情放鬆，讓大腦到休息，

大學生活:

保持能量

白天閱讀或上課太久，大腦的運作就會開始下降

2. 事前計劃

工作:

每日行程

每天查看第二天的行程，以防自己失約，安排事務時務必查看行程表以防重複。

大學生活:

寫下每週和每月的活動

把你每日的行程寫在行程表，以防把事情重複放在同一個時間裏，和可以重要的事情記下來，以預防忘記了。從而讓我們能夠妥善管理我們學校及生活中的事情。

3. 活用休閒時間

工作:

利用休閒時間多參與家庭活動，如果有長假期就陪家人去渡假。

安排適量的運動時間，好讓自己能夠有健康的體魄。

利用休閒時間保持跟朋友的聯誼

大學生活:

安排適量的運動時間

維持良好的閱讀時間，安排適量的運動時間，好讓自己能夠有健康的體魄。

安排休閒活動

除了安排運動的時間，我們也可以安排一些休閒的活動，例如與朋友逛街、喝下午茶之類的，這樣可以保持朋友之間的關係，而且可以擴大自己交友圈子。

by Jeanete Denise Ozorio student ambassador at USJ's Internship and Career Office
(all views expressed are her own)

3 THINGS YOU SHOULD KNOW ABOUT COMMUNICATION

SPEAKING AND WRITING - CLARITY AND CONCISION ARE YOUR BEST FRIENDS! IN PERSON, VIA E-MAIL OR ON THE PHONE, GOOD COMMUNICATION IS KNOWING NOT TO SAY TOO LITTLE OR TALK TOO MUCH.

NON-VERBAL - EYE CONTACT, BODY LANGUAGE, HAND GESTURES AND VOICE TONE ALL TRANSMIT INFORMATION!

BE CONFIDENT - IT IS IMPORTANT THAT YOU BELIEVE IN WHAT YOU ARE SAYING BUT DO NOT FORGET TO ACTIVE LISTEN AND EMPATHIZE SO YOU DO NOT APPEAR ARROGANT.



CONNECT

J O B P O S T I N G S

W O R K S H O P

AHCT Group (檀銀集團) / Junior Accounting Assistant

職責:

協助會計部共同處理公司財務管理工作
 整理財務單據，整理檔案，管理發票，處理財務相關資料
 協助編制月度及年度財務報告
 處理日常會計工作

要求:

大專程度或以上，修讀會計專業及具相關證書者優先
 具1年或以上相關工作經驗
 具親和力，做事認真仔細
 具處理各類辦公事務的能力及良好的溝通、組織、協調能力
 熟練使用各種辦公室及會計軟件

待遇:

包員工膳食，豐厚佣金，試用期後享有年假、員工購物優惠、業績獎金、年終酬金、花紅、勤工獎、交通津貼、進修津貼等。

AHCT Group (檀銀集團) / Cashier Assistant

職責:

協助會計部共同處理公司財務管理及出納工作
 整理財務單據，整理檔案，管理發票，處理財務相關資料

要求:

有責任心、細心
 熟悉文書處理操作
 具出納相關工作經驗優先考慮

待遇:

包膳食、豐厚佣金、員工購物優惠、年終酬金、花紅、勤工獎、交通津貼、進修津貼及醫療津貼等。

聯絡方法:

E-mail: recruitment@ahctmo.com
 Telephone no: 28410510 / 65608716 人力資源部查詢。

LINKEDIN IS AN INTERNATIONALLY RENOWNED SOCIAL MEDIA CAREER PLATFORM, UTILIZED BY THOUSANDS OF PEOPLE THAT ARE LOOKING TO CREATE THEIR ONLINE PERSONAL BRANDS, SEARCHING FOR JOBS OR RECRUITING CANDIDATES, OR SIMPLY LOOKING TO SHARE AND LEARN FROM THE MASSIVE CAREER-RELATED KNOWLEDGE POOL AVAILABLE. USJ STUDENTS HAD A STEP-BY-STEP INTRODUCTION TO HOW TO FULLY TAKE ADVANTAGE OF THE PLATFORM.

SPEAKER: LAURA DRUKTENYTE (ICO STUDENT AMBASSADOR)



Workshop "Getting Started on LinkedIn" by Laura Emilija Druktenyte (student ambassador at USJ ICO)

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ICO EVENTS

Presentation to Year 4 BA Students: Job Salary and Negotiation Techniques, by MSS Recruitment's Jennifer Choi (Director of Recruitment Services)

In collaboration with Professor Diakite (School of Business), ICO organized a presentation given by the largest integrated HR agency in Macau – MSS Recruitment. On November 21st, Ms Jennifer Choi, Director of Recruitment Services, gave an insightful presentation on job salary and negotiation techniques, which contributed in a practical way to what Professor Diakite is currently teaching his Year 4 BA students. Amongst the topics discussed, some were the following: the negotiation process, the expected/desired salary on application, the specificities of the Macau job market, methods to get more information regarding average salaries in a given work area, candidate job interview etiquette and compensation guidelines. Therefore, the final year BA students left the presentation with a larger amount of knowledge that can help in attaining, what will be for most, their first job out of University.



WHAT IS IN A JOB LISTING?

JOB TITLE AND DESCRIPTION - DESCRIPTION AND SUMMARY OF THE JOB

JOB AND EXPERIENCE REQUIREMENTS - ESSENTIAL QUALIFICATIONS AND/OR YEARS OF EXPERIENCE (MAY INCLUDE EQUIVALENT EXPERIENCE SUCH AS VOLUNTEERING)

EDUCATION REQUIREMENTS - MAY INCLUDE SPECIFIC COURSE(S)

APPLICATION MATERIALS - WHAT DOCUMENTATION YOU WILL NEED (SOME EMPLOYERS REQUEST REFERENCES)

SALARY REQUIREMENTS - MANY ASK WHAT YOUR EXPECTED/DESIRED SALARY IS

HOW TO APPLY - WHERE INSTRUCTIONS TO APPLY ARE PROVIDED (SOME INCLUDE A DEADLINE)



Presentation : Job Salary and Negotiation Techniques by MSS Director of Recruitment Services Jennifer Choi



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XCOLLABORATIONDE
WINTERVIEWWMGZOE
SCOMMUNICATIONVI
RHRCMEGSEQWAWTER
EFWWTRMIESKQGOLS
LKZOZZEPKLHAROOV
ARDTRWWZLSQIIJPI
TGPKBSWSOSTKYMS
INSDVZOEASYEKZEI
ONENDJCQERRMCMNR
NYEGCSNUIAZELTM
SABJUYINITJDJNWW
HFYSHSWMRWOVYNTV
IXUJUTISVMAZDBGW
PQCBPROFESSIONAQ
BCESFFYMOVCMDDMQ

Find the 10 words related to the Internship and Career Office !
After you find them all, post a picture and tag us on Facebook
or Instagram. The winner's project (for all USJ study
programs) will be featured in the next month's newsletter !