

MONTHLY INTERNSHIP AND CAREER NEWS



ISSUE 03

HAPPY HOLIDAYS IN THIS ISSUE

On behalf of the **Internship and Career Office**, we are delighted to share the third issue of **ICO**nect with you!

We are sure that lately you have been feeling overwhelmed with all the stress from presentations and exams, but do not despair – **Christmas** is almost here and you will have a chance to relax for a few days! Knowing how to **manage stress** is a valuable skill to have and you will surely use it throughout your life. What do **planning**, a **massage**, and **exercise** have in common? They are all effective **ways of reducing your stress** levels. So why not go for a run before that tough presentation? After taking a bit of time to focus on yourself, you will feel energized and ready to **conquer the world!**

The **Internship and Career Office** wish you a wonderful **Christmas Recess** and **Happy Holidays!**

You are welcome to contact **ICO** (ico@usj.edu.mo) for:

- Publishing of student articles / ideas / projects on **ICO**'s monthly newsletter;
- CV and/or 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 **ICO** office is located on the second floor of the Residential Hall. 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

**ARTICLE-
WORKPLACE
ETIQUETTE**
**3 THINGS YOU
SHOULD KNOW
ABOUT ...**
PUBLIC SPEAKING
JOB POSTINGS
**STUDENTS'
FEATURE**
**CHRISTMAS
WORD SEARCH**
**FOLLOW US ON
SOCIAL MEDIA**

@ICOUSJMACAU





CONNECT

WORKPLACE ETIQUETTE

If you are about to graduate or are considering getting some work experience, as a volunteer or intern, for example, there are several unspoken rules of conduct you should carry out when entering the working world.

According to LinkedIn's Ashley Ettenson, the following are the top **10** recommended **rules**:

- **Be on time and stay on task:** Follow the schedule and understand how you fit in the bigger picture. Do not stretch yourself thin doing tasks that are beyond your job requirements.
- **Be engaged:** During meetings, if not actually needed, you should avoid laptops and mobile phones.
- **Bullet points are better:** If you have a complex idea to convey, maybe try scheduling a meeting or phone call instead of doing it by e-mail. Furthermore, you should always attempt to pay attention to detail.
- **Separate personal and professional:** Preserve your work reputation and practice some restraint when going to company parties or trips.
- **Find a mentor:** It is up to you to figure things out at the workplace as you will not have a manual. Thus, if you can find a mentor that can guide and inspire you, you will be able to take full advantage of the learning experience.
- **Have a filter:** In a diverse workplace, with a mix of different cultures and religions, you should think before you speak in order to not offend people.
- **Do not take things personally:** Companies are not obliged to consider your needs and wants. Similarly, there will always be things you disagree with at the office so be cautious in the way you address them.

3 THINGS YOU SHOULD KNOW ABOUT CHRISTMAS

- 1. THE IMAGE WE COMMONLY HAVE OF SANTA CLAUS WAS CREATED AT A MEETING OF THE NEW YORK HISTORICAL SOCIETY IN 1804 - JOHN PINTARD HANDED OUT WOODEN CUTOUTS OF SAINT NICK IN FRONT OF STOCKINGS FILLED WITH TOYS.**
- 2. SANTA CLAUS FIRST WORE BLUE, WHITE AND GREEN - HIS TRADITIONAL RED SUIT CAME FROM AN ADVERTISEMENT BY COCA COLA IN THE 1930S.**
- 3. RUDOLPH, THE RED-NOSED REINDEER, WAS CREATED BY A STORE CALLED MONTGOMERY WARD - HE WAS ALMOST NAMED ROLLO OR REGINALD.**



CONNECT

"CHRISTMAS IS DOING A LITTLE SOMETHING EXTRA FOR SOMEONE." - CHARLES M. SCHULZ

PUBLIC SPEAKING: BREAKING DOWN A COMPLEX IDEA

- **Set a good example:** Be positive and do not gossip. Feedback should always be constructive and you should avoid getting sucked into negativity!
 - **Relationships matter:** When upset, take some time to cool off as to not burn bridges with your coworkers. Having a strong personal brand is essential!
 - **Ask for feedback:** You are bound to make mistakes when starting out, so ask how you can improve and learn from the experience.
- Additionally, with technology being such a big part of our lives, it is essential to consider things like your mobile phone and social media accounts. Think twice about posting unprofessional comments and pictures that might negatively impact you or your professional development. At the end of the day no one will care more about your career as much as you!



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PRESENTING IDEAS TO YOUR BOSSES AND CLIENTS CAN SOMETIMES BE HIGHLY CHALLENGING. MATT EVENTOFF OFFERS THE FOLLOWING ADVICE:

- **KNOW YOUR AUDIENCE. PRESENTING INFORMATION IS ALL ABOUT THE AUDIENCE!**
- **SELECT THE MAIN THING THEY SHOULD UNDERSTAND. IF YOUR LISTENERS MUST REMEMBER ONE THING AFTER YOUR PRESENTATION, WHAT IS IT? WHY SHOULD THEY CARE?**
- **CONTEXTUALIZE AND USE EXAMPLES. THE WAY YOU FRAME INFORMATION IS IMPORTANT!**
- **MIND YOUR LANGUAGE. USE SIMPLE AND CLEAR LANGUAGE THAT WILL NOT CONFUSE YOUR AUDIENCE, AVOID USING TECHNICAL WORDS.**



IC CONNECT

J O B P O S T I N G S

VISIT BY YEAR 2 BA STUDENTS

1. Salesman in Christmas Market (Part-time)

職責:

- * 攤檔銷售

要求:

- * 澳門居民
- * 18-28 歲女生, 流利廣東話、善談、大學生

聯絡方法:

- * Wechat: lauwaichi001
- * Telephone no: 6633 2766 劉小姐

2. 公司: A Plus PR & Advertising Company

Exhibition sales staff

職責:

- * 會展業務推廣及管理

要求:

- * 中學學歷以上
- * 語言表達清晰、思維敏捷
- * 善於溝通、協調、責任感強

聯絡方法:

- * E-mail: info@aplus1996.com
- * Telephone no: 2870 3930

3. 公司: 澳門萬國控股集團

Exhibition company clerks

職責:

- * 整理各類電腦文檔、分類歸檔
- * 協調會議室的安排

要求:

- * 大學學歷以上、本專科者優先
- * 思維敏捷、具良好的應變及抗壓能力
- * 熟悉各類辦公室軟件

聯絡方法:

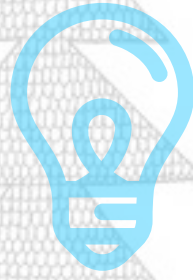
- * E-mail: mlao@macau.ctm.net
- * Telephone no: 2870 1913

IN COLLABORATION WITH PROFESSOR FROTA (SCHOOL OF BUSINESS), ICO ORGANIZED A GUIDED TOUR AT IPIM'S MACAO BUSINESS SUPPORT CENTRE. ON NOVEMBER 27TH, MR. RUI COLAÇO, HEAD OF THE PUBLIC RELATIONS DEPARTMENT, GAVE AN INTERESTING GUIDED TOUR OF THE PREMISES, ALONG WITH A BRIEFING ON THE ROLE OF IPIM IN MACAU, AS WELL AS WHY AND HOW PEOPLE CAN UTILIZE THEIR SERVICES. THIS VISIT WAS CONDUCTED BY YEAR 2 BA STUDENTS DURING THEIR INTERNATIONAL TRADE ENVIRONMENT AND DEVELOPMENT MODULE.

by Jeanete Ozorio,
Student Ambassador at USJ's ICO



Visit by Year 2 BA Students: Guided Tour and briefing by Mr. Rui Colaço to IPIM's Macao Business Support Centre



CONNECT

C G I O W H K R T U T V L Q
Z I D J R R G H T Y Q K M H
A F D E B H H G L R V P L D
H T O Q C D Y I P T E D S O
Z O H F G O M W I N T E R C
E R L J Z A R M A R Z R S H
O L S I F X U A E R J T A R
S I B Q D R Z E T E Q S N I
R D Q Z X A D L T I Z G T S
L N R M F N Y V B W O Q A T
M N N D I P Q E G J M N J M
O M E E O Z O S Y V H E S A
Q I R K R H Z V Y P P D H S
N L X J V C U I V O X X B E

Find the 10 words related to the Holidays !
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 !