

HOW TO FIND A JOB

By Olga Szczotka

You better pay attention if u want to make some money

Agenda

1. How to search for jobs

2. The ultimate CV

3. The Ultimate advice on SU

4. Advice for a good student job

BEST WAYS TO SEARCH JOB

- ▶ 1. Send Emails
- ▶ 2. LinkedIn - for sth professional (internships)
- ▶ 3. Give CV's around the city
- ▶ 4. Don't go only to center but go also outside, e.g. IKEA



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PERSONAL DATA

MOBILE PHONE:

EMAIL:

NATIONALITY:

HOME ADDRESS:

CONTACT ADDRESS:

SOCIAL MEDIA

WORK EXPERIENCE

1. Internship in China at DOSS (Jan 2018 - Jun 2018)

- experience in the field of electronics, precisely Bluetooth speakers
- responsible for handling sales in the UK market on Amazon
- involved in the brand building process, creating a strategic plan on how to successfully enter the Polish market
- in charge of sales and customer relationship management

2. Pizza delivery driver at Pizzatoppers Tilst, Denmark (October 2016 – September 2018)

- work in a busy restaurant
- managing 35 and more orders during peak periods
- organize orders in order to help the kitchen

3. Dishwasher at Gastromé Aarhus (September 2018 - August 2019)

Key responsibilities:

- washing dishes in a michelin star restaurant
- helping chefs with simple meal preparation
- Cleaning whole kitchen after every shift

EDUCATION

1. Business Academy Aarhus(TOP - up degree) - Digital Concept Development Aug 2018 - Present

The degree will prepare me to develop digital concepts that support companies on digital platforms and is the second building block of Bsc.

Subjects include: Concept development and value creation, Project management, User research, Understanding technology, Philosophy of science

2. Business Academy Aarhus(AP degree), Marketing management 2016 – Jun 2018

Subjects include: Economics, Statistics, Marketing management, Supply chain management, Sales, Marketing Communication, Business law

- Education at this institution was focused on the real-life experience of the business world and combining theory with practice. Project work in teams, cooperation with trade, industry and realistic cases provide the possibility to be a flexible student with real-life experience

3. Ladislava Novomeského grammar school, Senica, Slovakia 2012 – 2016

- *Subjects include:* Math, IT, Finance, English, German, History, Literature, Chemistry, Physics

- This school provides a great overview of a great range of subjects and topics and is designed to prepare students for higher education

LANGUAGE SKILLS

Slovak (native)

Czech (native) -as I live near the border with the Czech Republic, my skills have been built naturally

English (fluent) – I learned English through Golf, secondary school, language school, and, finally, at the University

German (intermediate) – language skills gained at primary and secondary school.

Danish (basic) – One year of active studying, attending Danish classes 4 hours a week, frequent communication with the manager at the part-time job

Chinese (basic) - During my Internship in China, I spent 30 minutes every day learning Chinese, therefore, I am able to hold a basic conversation in Chinese

USEFUL WEBSITES TO FIND A JOB

- ▶ 1. Jobnet.dk
- ▶ 2. Jobindex
- ▶ 3. ADECO, VIKAREN
- ▶ 4. Streetfood Aarhus
- ▶ 5. Jobportal - through studyupdate
- ▶ 6. Arla

RECAP OF 3 THINGS TO REMEMBER ABOUT SU

- ▶ **43 HOURS PER MONTH** (make sure that breaks at work are included in your salary)
- ▶ **10 WORKING WEEKS BEFORE TAKING ANY HOLIDAYS**
- ▶ **YOU SOLVE EVERYTHING IN THE SU OFFICE**

Advice for a good student job:

Do:

- > Get a contract within a week
- > Read the contract you receive thoroughly
- > Work legally, pay taxes and report all income
- > Make sure you get paid for all your hours
- > Make sure you get a payslip each month

Be aware:

- × If you don't get your contract
- × Of things that could be problematic in the future
- × Of employees who want to pay you under table
- × Of employees who only want to pay some of your hours legally
- × Of employees who don't provide payslips

CONTACT INFO

Facebook - Olga Szczotka

Don't hesitate to contact me if you need any help 😊