District 4 ASDA Zoom 04.22.20

GOAL SETTING

CV WRITING



THE DENTAL COLLEGE OF GEORGIA, CLASS OF 2019

100

ASDA

ASDA

GEORGIA ASDA CHAPTER PRESIDENT 2017-2018

ASDA DISTRICT 4 TRUSTEE 2017-2018

NATIONAL ASDA VICE PRESIDENT 2018-2019



Residency 2019-2022

General Practice Residency (GPR) and Oral Medicine

Atrium Health (Carolinas Medical Center)
Charlotte, NC

Do you think goal setting is important?

DO YOU HAVE A METHOD OF SETTING GOALS?

Why should we set goals?

Ignite passion and motivation

TEAMWORK

GROWTH AND DEVELOPMENT

Tangible ideas of expected progress

Long-term vision with short-term progress

INCREASED
SELF-CONFIDENCE

66

There are few, if any, associations that can offer the same products and services today that they offered years ago and still be relevant to members. Your members are changing. The marketplace is changing.

And you, too, should be changing.

The associations that are thriving are deliberately doing so rather than waiting for change to be forced upon them.

Mary Byers, CAE

https://www.marybyers.com/homogenous-no-more/



STRENGTHS

MINIMIZE YOUR
WEAKNESSESS

42%

MORE LIKELY TO ACHIEVE YOUR GOALS IF YOU WRITE THEM DOWN

Dr. Gail Matthews

https://www.inc.com/peter-economy/this-is-way-you-need-to-write-down-your-goals-for-faster-success.html









PERSONAL









ACADEMIC







PROFESSIONAL







FOUNDATIONS

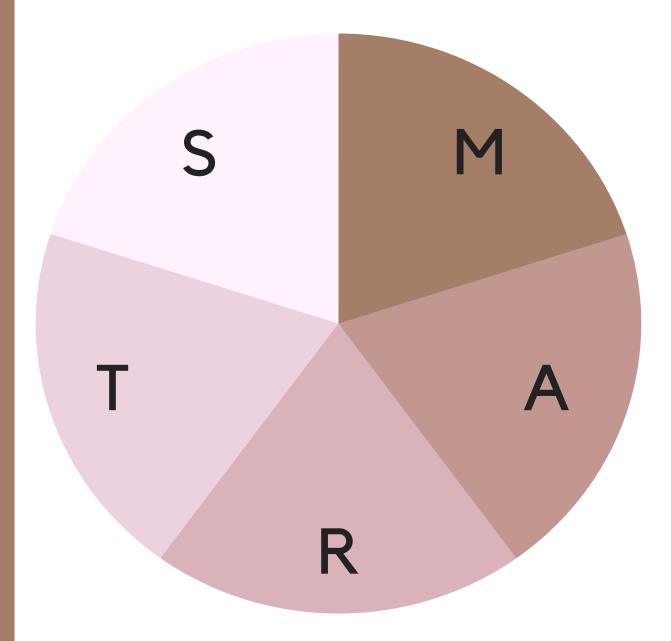


Identify what is working
... And what is NOT working.
(WHY not?)



SMART GOALS

Specific.
Measurable.
Achievable.
Relevant.
Timely.



Specific

YOUR GOAL MUST BE CLEAR AND WELL DEFINED.

VAGUE OR GENERALIZED GOALS ARE UNHELPFUL AND

DON'T PROVIDE SUFFICIENT DIRECTION.

REMEMBER, YOU NEED GOALS TO SHOW YOU THE WAY.

MAKE IT AS EASY AS YOU CAN TO GET WHERE YOU

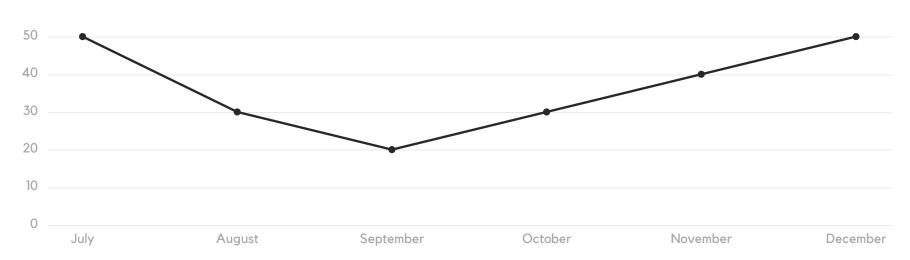
WANT TO GO BY DEFINING PRECISELY WHERE YOU

WANT TO END UP.

MEASURABLE

Include precise amounts, dates, and so on in your goals so you can measure your degree of success.

Without a way to measure your success you miss out on the celebration that comes with knowing you have actually achieved something.



ACHIEVABLE

Make sure that it's possible to achieve the goals you set.

Don't set goals that are too easy.

Accomplishing a goal that you didn't have to work hard for holds little value. It can also make you fear setting future goals that carry a risk of non-achievement.

It's all about balance: realistic yet challenging goals. These goals are the ones that allow you to raise the bar.



Reasonable, Realistic, Results-Based

Relevant to the direction you want your life and career (or your organization) to take.

By keeping your goals relevant, you'll develop the focus you need to get ahead and do what you want.



Timely

Your goals must have a deadline.

When you are working on a deadline, your sense of urgency increases and achievement will come that much quicker.

Goal Mapping

ISSUES?

STRENGTHS? WEAKNESSESS?

OPPORTUNITIES?

THREATS & HINDRANCES?

Goal Action Plan

PRIORTIES

What do you need to focus on **right now**?

Narrow it down to 3-5 goals.

ACTIONS

Objectives that tangibly address the priorities.
Timelines, results, metrics.

ACCOUNTABILITY

Who/what is going to help you make sure you achieve these goals?

Monthly Check-In

	What progress have I made on this goal?	Any setbacks or difficulties?	Do I need to change or edit this goal?
Goal #1			
Goal#2			
Goal #3			

Example Goal: Creating a Curriculum Vitae (CV)

ACTIONS

- Make a list of all relevant activities, leadership positions, awards, etc.
- Organize by category and chronological order.
- 3. Format and edit CV.

TIMELINES

Complete #1 by the end of this week.
Complete #2 by the end of next week
Complete #3 by the end of the month.

ACCOUNTABILITY

Send to three friends for proofreading.

Send to my favorite professor for feedback.

Send to Mom

WHY ARE CV'S IMPORTANT?



SCHOLARSHIPS AND AWARDS

Set yourself apart from your classmates/other applicants.



RESIDENCY

Residency applications

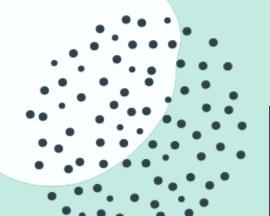
Letters of Recommendation



JOBS

Leadership positions

Associateships after graduation



ESUME VS

RESUME

Shorter, usually limited to one page.
Summary of all skills and qualifications.
Often used for job applications.

CURRICULUM VITAE (CV)

Longer, more detailed.

As long as needed, but 2-3 pages is ideal.

In-depth descriptions of experiences.

Used more for academic applications.

Three C's of CV's









CLEAR

Eliminate the unnecessary. Keep it relevant. Bullet points.

CONCISE

Descriptions only where needed. Avoid redundancies. No fluff.

CONVINCING

Most important information first. Highlight your unique qualities. Action verbs. **FACILITATED**

COORDINATED

DELEGATED

INITIATED

ORGANIZED

CULTIVATED



ESTABLISHED

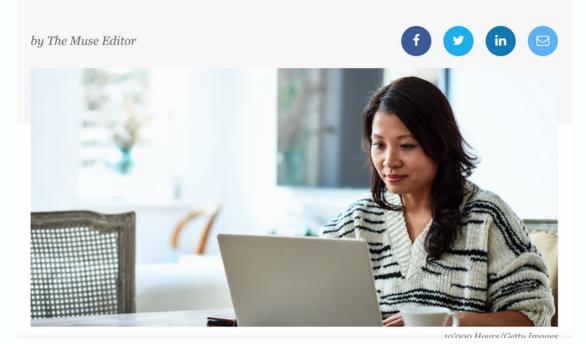
PIONEERED

ASSEMBLED

INVESTIGATED



185 Powerful Action Verbs That Will Make Your Resume Awesome



EDUCATION

College
Dental School
Post-Grad

EXTRACURRICULAR & VOLUNTEER EXPERIENCE

Community Service
Mission Trips
Study Abroad

HONORS & AWARDS

Scholarships Distinctions Recognitions

PUBLICATIONS & PRESENTATIONS

Professional Presentations
Articles: Blogs, Journals (links?)
Projects
Research

PROFESSIONAL EXPERIENCE

Leadership Positions
Employment
Teaching Experiences

PROFESSIONAL AFFILIATIONS

Memberships
Organizations
Meetings Attended



HOBBIES/INTERESTS?

Art

Sports

Music

Writing

Travel

OTHER SKILLS?

Languages
Certifications
Licenses



TWO BULLET POINT MAX

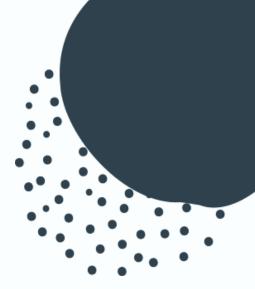
Try to limit descriptions of jobs/activities to two bullet points (not always possible, but best to keep it concise).



If using Microsoft Word, you can enter information into a "Table," then make the lines invisible for easy formatting.

UTILIZE PRE-MADE TEMPLATES

Word Templates
Canva.com
Zety.com



HONORS AND AWARDS

The D	ental	Col	lege of	Georgi	a ((DCG)	_

Omicron Kappa Upsilon (OKU) Senior Certificate of Academic Achievement	July 2018
Lettie Pate Whitehead Foundation Scholarship	July 2018
Hinman Dental Society Scholarship	August 2015 & 2017; July 2018
Oral Health Foundation of the Pierre Fauchard Academy Scholarship	May 2018
Phi Kappa Phi Honor Society	March 2018
Hinman Dental Scholar	March 2018

Formatting Tips

Utilize horizontal space

HONORS AND AWARDS

The Dental College of Georgia (DCG)

Omicron Kappa Upsilon (OKU) Senior Certificate of Academic Achievement

July 2018

Lettie Pate Whitehead Foundation Scholarship

July 2018

Hinman Dental Society Scholarship

August 2015 & 2017; July 2018

Oral Health Foundation of the Pierre Fauchard Academy Scholarship

o May 2018

Phi Kappa Phi Honor Society

o March 2018

Hinman Dental Scholar

o March 2018





The Dental College of Georgia (DCG)

Omicron Kappa Upsilon (OKU) Senior Certificate of Academic Achievement Lettie Pate Whitehead Foundation Scholarship Hinman Dental Society Scholarship Oral Health Foundation of the Pierre Fauchard Academy Scholarship Phi Kappa Phi Honor Society

Hinman Dental Scholar

July 2018 July 2018 August 2015 & 2017; July 2018 May 2018 March 2018

March 2018

Alexandra D. Howell

111 l

ta, SC 29841

ahowell7232@gmail.com

EDUCATION

The Dental College of Georgia at Augusta University, Augusta, GA Doctor of Dental Medicine (anticipated)

The University of Georgia, Athens, GA

Bachelor of Science in Microbiology, Minor in Spanish

Summa Cum Laude and Highest Honors

May 2015

May 2019

HONORS AND AWARDS

The Dental College of Georgia (DCG)

Omicron Kappa Upsilon (OKU) Senior Certificate of Academic Achievement July 2018 Lettie Pate Whitehead Foundation Scholarship July 2018 Hinman Dental Society Scholarship August 2015 & 2017; July 2018 Oral Health Foundation of the Pierre Fauchard Academy Scholarship May 2018 Phi Kappa Phi Honor Society March 2018 March 2018 Hinman Dental Scholar Omicron Kappa Upsilon (OKU) Junior Certificate of Academic Achievement August 2017 12 Place: Poster Presentation - Education Research Division, Table Clinic Day February 2017 DCG Faculty Scholarship August 2016 Emile T. Fisher Scholarship August 2016 OKU Sophomore Scholarship August 2016

PROFESSIONAL LEADERSHIP POSITIONS

The Dental College of Georgia (DCG)

American Student Dental Association (ASDA)

National ASDA Vice President, February 2018-March 2019

- Responsible for overseeing and managing association business in accordance with the national strategic plan and annual budget. Attends all Board of Trustees and Executive Committee meetings.
- Additional duties: Chair of the Governance Committee, ASDA Delegate to the ADA Annual Session House of Delegates, Consultant to the ADA New Dentist Committee

National ASDA District 4 Trustee, February 2017-February 2018

- · Served on the Board of Trustees as a liaison from national ASDA to members and school administrators at schools in GA, TN, VA, SC, and NC. Served as head of the District Cabinet, consisting of 16 student leaders from those seven schools, and planned the District Cabinet retreat.
- Served as the sole planner and executer of the District 4 Annual Meeting in Asheville, NC, with 300 attendees (January 12-15th, 2018): reviewed hotel contracts, negotiated with vendors, organized the schedule and meeting content, gave opening presentation, introduced speakers, and delegated accessory tasks to the cabinet members.

Georgia ASDA Chapter President, April 2017-April 2018

- Directed and coordinated planning amongst committee chairs and the Executive Board (28 officers in total). Led regular officer and committee meetings.
- Started a new "officer report" system to document all events/activities and keep better records
- · Served as the student representative at the Georgia Dental Association House of Delegates and on the DCG Administrative Council, Student Affairs Committee, and Magazine Content Committee.

Revised March 2019

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Georgia ASDA Co-Vice President, September 2016-April 2017

- Helped plan the 2017 Vendor Fair and Table Clinic Day which included inviting vendors participate, meeting with school administrators, organizing research presentations, and helping plan a school-wide Lunch and Learn.
- Assisted the president in leading officer meetings, organizing chapter records, and sending e-mails.

Georgia ASDA Publications Chair, April 2016-April 2017

- · Coordinated article submissions for various ASDA and DCG publications (ASDA News, Mouthing Off Blog, and District 4 Newsletter; DCG Word of Mouth magazine).
- Reviewed and edited articles for chapter members before submission

DCG Tutoring Program

Student Tutor, August 2016-Present

- Selected as a tutor for freshmen and sophomore students in lab courses such as Intro to Occlusion. Operative, Fixed Prosthodontics, and Preclinical Dentures
- Tutored in both class-wide settings and individual one-on-one tutoring settings in the laboratory

Christian Medical & Dental Associations (CMDA)

Junior & Senior Class Rep, May 2017-Present

 Attends weekly morning devotional meetings and monthly dinner gatherings led by students, professors, and local dentists. Serves as the liaison between the Class of 2019 and the CMDA group

Academic Dental Careers Fellowship Program (ADCFP)

Student Teaching Assistant and Researcher, April 2016-May 2017

- · Participated in this fellowship to learn more about a career in academics in the dental field. Conducted an education research project and presented a poster at the 2017 DCG Table Clinic Day
- Assisted with the freshman biochemistry class by leading class-wide review sessions, compiling study guides, and tutoring students individually

Student Professionalism and Ethics Association (SPEA)

Social Chair, March 2016-April 2017

- Coordinated and developed the first-ever "Freshman Survival Guide" booklet for the incoming class
- Helped plan and execute the annual "Wax and Relax" event to help freshmen with their first waxing practical of the semester; designed flyers for all events

Give-A-Smile

Co-Event Coordinator, August 2016-April 2017

 Helped plan and execute a Riverboat Cruise fundraiser attended by 55 dental students to raise money for patients in need of funding for dental procedures at the dental school

The University of Georgia

2014-2015 Order of Omega Honor Society

Vice President of Membership

Gamma Phi Beta Sorority

Alumnae Relations Chair	2014-2015
Recruitment Committee Chair	2014

Wesley Foundation

Student Discipleship Leader	2014-2015
Stadent Discipleship Leader	2012 2014
Prayer Team Leader	2013-2014

Department of Biochemistry and Molecular Biology

Teaching Assistant – Biochemistry (BCMB) 33	100
Private Tutor - Biochemistry (BCMB) 3100	

Spring 2015

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MEETINGS ATTENDED

American Association of Dental Boards (AADB) Meeting – Chicago, IL ASDA Annual Session – Orlando, FL, and Anaheim, CA ASDA District 4 Annual Meeting – Charleston, SC; Asheville, NC ASDA District 5 Annual Meeting – New Orleans, LA Georgia Dental Association House of Delegates – Atlanta, GA ASDA National Leadership Conference – Chicago, IL ADA Annual Session – Atlanta, GA & Honolulu, HI ASDA District 1 Leadership Conference – Boston, MA ASDA District 4 Leadership Retreat – Sevierville, TN ASDA Board of Trustees Meetings – Chicago, IL ASDA Fall Council Meeting – Chicago, IL

Georgia Dental Association Board of Trustees Meeting - Augusta, GA

ADA Dentist and Student Lobby Day - Washington, D.C.

Hinman Dental Society Conference - Atlanta, GA

April 2018
February 2017 & 2018
January 2017 & 2018
January 2018
December 2016 & 2017
November 2016, 2017, & 2018
October 2017 & 2018
October 2017

October 2017
Mar, Apr, Jul, and Sept 2017; Jan, Mar, Jul 2018
September 2017 & 2018
April 2017 & 2018
March 2017 & 2018
March 2017
March 2013, 2014, & 2018

PROFESSIONAL AFFILIATIONS

American Student Dental Association American Dental Association American Dental Education Association Gamma Phi Beta Sorority Stude

American Dental Political Action Committee Student Professionalism and Ethics Association

STUDY ABROAD AND MISSION TRIPS

Haiti Dental Mission Trips, The Dental College of Georgia; January 2017, August 2017, and May 2018

 Traveled to Gonaives, Haiti, to provide free dental care to locals through the Augusta Medical Campus Outreach (MCO) program. Served as a small group leader for all three trips; prepared and led nightly small group sessions

Peru Medical Maymester Study Abroad, The University of Georgia; May-June 2013

 Traveled to Cusco and Trujillo in Peru through the UGA en España program to shadow and intern with local doctors and dentists.

VOLUNTEER & COMMUNITY SERVICE

- Georgia Mission of Mercy (August 2018): Assisted with Oral Surgery and Triage during this free dental clinic held in Augusta, GA, which served around 1,700 patients over two days.
- Georgia Baptist Mobile Dental Van (July 2018): Provided free dental care (extractions & fillings) to patients in Thomson, GA.
- Costa Layman Health Fair (June 2018): Performed dental screening exams and provided oral hygiene instructions to farmworkers in rural South Carolina.
- Interprofessional Education Program (IPE) (September 2017): Taught a group of medical students how to perform head and neck exams on a live patient
- Vineyard Church of Augusta Food Pantry (July 2015-Present): Organized shelves, interviewed and screened recipients, and distributed donated canned goods, fruits and vegetables, and meats to local residents in need.
- Dentists for Della (September 2015-January 2016): Helped provide dental assistance to veterans at the Georgia War Veterans Nursing Home in Augusta, GA.
- Habitat for Humanity (January 2016): Painted and caulked on the interior of a house being built for a family in need in the local Augusta, GA, area.
- Clínica Latina (October 2015): Provided oral hygiene instructions to adults and children and distributed free dental home care supplies.

Revised March 2019

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RESEARCH EXPERIENCE

Department of Restorative Sciences, The Dental College of Georgia, August 2017-February 2018

Mentor: Dr. Mario Romero, D.D.S.; Project: Direct composite restorations using a clear PVS matrix to restore worn mandibular anterior teeth in a single visit.

- Clinical case presentation of a non-conventional method of composite placement using a custom clear matrix
 that allows the clinician to recreate ideal contours based on a diagnostic wax-up with greater accuracy and in a
 single visit.
- Poster presentation at Table Clinic Day at The Dental College of Georgia, Augusta, GA (Clinical Research division);
 February 2018

Academic Dental Careers Fellowship Program (ADCFP), The Dental College of Georgia, April 2016-May 2017

Mentor: Dr. Regina Messer, Ph.D.; Project: Pre-Dental Performance as Indicators of Academic Achievements in Dental School

- · Education research studying correlations of pre-dental statistics with performance in dental school.
- Poster presentation at Table Clinic Day at The Dental College of Georgia, Augusta, GA (1st place Education Research division); February 2017

Department of Biochemistry and Molecular Biology, The University of Georgia, January 2014-August 2015

Mentor: Dr. Paula Lemons, Ph.D.; Project: Undergraduates' Solutions to Problems about Protein Structure and Function

- Education research investigating common misconceptions held by both beginner and advanced undergraduate students in the realm of biology. Developed biology and biochemistry-related free response test questions and then analyzed students' problem solving skills through think-aloud interviews.
- Poster presentation at the Society for the Advancement of Biology Education Research (SABER) Conference, Minneapolis, MN; August 2015
- Manuscript accepted for publication in the Journal of Biochemistry and Molecular Biology Education on August 10, 2018

PUBLICATIONS AND PRESENTATIONS GIVEN

Publications

- Coalition for Modernizing Dental Licensure: What You Should Know ASDA National Magazine, Contour, February 2019
- Predicting Success in Dental School ASDA National Magazine, Contour, October 2018
- Emerging Leaders: Alexandra Howell GDA Action Magazine, May 2018
- A Message from Our Trustee ASDA District 4 Newsletter, January 2018
- Exploring a Career in Academia ASDA National Magazine, Contour, January 2018
- Are You a Successful Dental Student? ASDA District 4 Newsletter, November 2016

Presentations

- "Utilizing Community Opportunities to Enhance Interprofessional Experiences for our Students" American Dental Education Association (ADEA) Annual Meeting, March 2019; Chicago, IL
- "Dental Education Today" American Association of Dental Boards (AADB) 2018 Mid-Year Meeting, April 2018; Chicago, IL
- "District Meeting Planning Tips" ASDA Board of Trustees Meeting, April 2018; Chicago, IL
- "How to Be a Good Board Member" ASDA Board of Trustees Meeting, March 2018; Chicago, IL
- "Intro to ASDA and District 4" District 4 ASDA Annual Meeting, January 2018; Asheville, NC
- "The Value of Your ASDA Membership" District 5 ASDA Annual Meeting, January 2018; New Orleans, LA
- "ASDA Leadership Fundamentals" District 1 ASDA Annual Meeting, October 2017; Boston, MA
- "Advocacy 101" School-wide Lunch and Learn, November 2017; Augusta, GA
- "What is ASDA?" DCG D1 Orientation and Open Doorway Program, August 2017 & March 2018; Augusta, GA

Revised March 2019

Jon R. Doe

123-456-7890 | jon.r.doe@gmail.com| Augusta, GA

EDUCATION

The Dental College of Georgia at Augusta University, Augusta, GA Doctor of Dental Medicine (anticipated), May 2019

Mercer University, Macon, GA

Bachelor of Science in Chemical Commerce, Minor in Biology Cum Laude, May 2014

WORK EXPERIENCE

WOW MOBILE DENTISTRY | TRAVELING DENTAL ASSISTANT | JULY 2014- JULY 2015

 Assisted dentists with procedures; facilitated maintenance and sterilization of dental equipment. Set up mobile dental clinics in barber shops of nursing homes throughout the state.



ROBERT P. SANDERS, DDS | OFFICE AND DENTAL ASSISTANT | MAY 2014- JULY 2014

 Sterilized instruments and appropriately set up operatories; managed practice charts and files; assisted as a chair-side and second assistant.

MERCER UNIVERSITY | STUDENT ADMISSIONS | AUGUST 2010-MAY 2013

 Gave campus tours; answered questions from prospective students and families; worked the front desk of the Office of University Admissions; facilitated preview days and scholarship competitions.



JON'S PRESSURE WASHING | OWNER AND OPERATOR | JUNE 2007-AUGUST 2010

 Prepared and presented quotes; maintained equipment; cleaned residential and commercial properties.

PROFESSIONAL LEADERSHIP POSITIONS

MEDICAL CAMPUS OUTREACH (AUGUSTA, GA)

Bible Study Leader - January 2018- May 2018

SUMMER MEDICAL INSTITUTE (GONAIVES, HAITI)

Curriculum Coordinator – August 2017 Prayer Leader – May 2018

REFORMED UNIVERSITY FELLOWSHIP (MACON, GA)

Officer - August 2013- May 2014 Ministry Team - January 2013- August 2013

VOLUNTEER & COMMUNITY SERVICE

- Costa Layman Health Fair (June 2018): Performed dental screening exams and provided oral hygiene instructions to farmworkers in rural South Carolina.
- Community Health Care (February 2017): Taught elementary students and parents importance of dental care, how to properly brush and floss, and how a parent may best promote a good oral care culture in their home.
- Dentists for Della (September 2015-October 2018): Helped provide dental assistance to veterans at the Georgia War Veterans Nursing Home in Augusta, GA.
- Community Day (June 2014): Traveled to Baltimore, MD, to help with a clothing drive, medical screenings, and dental screenings for the local underserved population. Educated them on proper brushing and flossing techniques and assisted dentists as they gave free screenings.
- Habitat for Humanity (January 2016): Participated in reclamation day. Removed windows, copper piping, and other salvageable material from homes.
- Vineyard Church of Augusta Food Pantry (July 2015-May 2016):
 Organized shelves, interviewed and screened recipients; distributed
 donated canned goods, fruits and vegetables, and meats to local
 residents in need.

MISSION TRIPS & STUDY ABROAD

HAITI DENTAL MISSION TRIPS | THE DENTAL COLLEGE OF GEORGIA | AUGUST 2017 AND MAY 2018

- Traveled to Gonaives, Haiti, to provide free dental care to locals through the Augusta Medical Campus Outreach program. Served as a small group leader for both trips; prepared and led nightly small group sessions.
- Created curriculum for personal development of team during August trip; prepared prayer directives each week for team during May trip

MERCER ON MISSION | MERCER UNIVERSITY | MAY - JUNE 2012

- Traveled to Grand Fond, Dominica, to the local primary school to teach science lessons.
- Traveled to the coastlines to conduct research on sea turtle egg laying patterns and encourage eco-friendly waste management solutions while participating in sea turtle conservation efforts.

HONORS & AWARDS

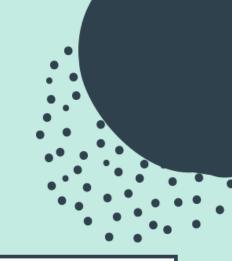
MERCER UNIVERSITY

Honors Program, August 2010- May 2012 Gamma Sigma Epsilon – Chemistry Honor Society, August 2013- May 2014 Jesse Mercer Scholarship, August 2010- May 2014 YMCA Scholarship, August 2010- May 2014

PIERCE COUNTY HIGH SCHOOL

Valedictorian, May 2010

Miscellaneous CV Tips









Contact Info
Mailing address, Phone
number, E-mail

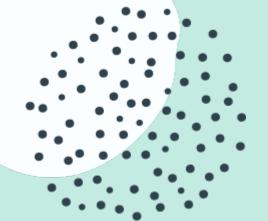
When should you start?

NOW! The sooner the better.

At least start keeping a list of your awards, activities, and achievements.

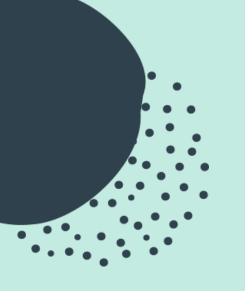
GPA?

Depends on what the CV is for. Probably leave off unless specifically requested.





Questions?



FOLLOW YOUR OWN PASSION - NOT YOUR PARENTS', NOT YOUR TEACHERS'- YOURS.

ROBERT BALLARD

Thank you!



ahowell7232@gmail.com