

Diana Ceja

Year Up DVC

CDIR

21 May 2020

Reflection

In the midst of chaos, there is also opportunity. I am eternally grateful to be given the chance to study and pursue a career that I am passionate about while supporting Year Up's mission to close the opportunity gap. As we near the internship portion of the program this Summer, I've considered where I stand in terms of my own value and what I bring to a company. Through my background and life experiences, I've gained both soft and technical skills that are essential in any team's success. Let's begin with a list of those skills.

1. **Office Suites:** I am proficient in the Microsoft Office suites such as Excel spreadsheets, Outlook Calendar, Powerpoint, and Word. I am also proficient in Google suites alike. An example of this can be shown through the Excel spreadsheet I have created for my internship goals in this project.
2. **Taking Initiative/Proactive:** I always push myself to go above and beyond when it comes to my work. During the Year Up program, I've taken initiative by creating an organizational Taskade for the class to utilize in keeping up with deliverables. I have also taken on the role of **Social Media committee leader** in the Ambassadors program.
3. **Data Analysis:** I am someone who loves to research and organize data using software tools to determine the best decisions and useful information. I take

plenty of notes and am always up to par when it comes to keeping track of important data. With my natural problem solving and analysis on your team, we can overcome any issue that is presented to us.

4. **Grit:** Motivation, perseverance, and optimism is not something that can be found in just any person. My strength in overcoming adversity with a good attitude is very prominent. Being a part of the first Year Up class to transition to a fully virtual curriculum and uphold a 4.0 GPA is a perfect example of my ability to adapt to change. Not only are we facing a worldwide pandemic and economical crisis, but I have also faced personal challenges during the program involving the passing of my grandmother. Never losing sight of my “why” is the most important factor that allows me to continue to work hard every single day.

These qualities are ideal when considering a candidate for any position and will help guide a team towards success. They are what makes me a worthy candidate and a part of what defines my ability to accomplish my goals in an internship. Some goals that I have set for myself during the beginning of my internship include; communicating with my manager every day to update them on my progress and ask what else I can do to maximize my productivity, taking notes in a designated notebook to help me process new skills that I acquire, and meal prepping at the beginning of the week, so that I am prepared for breakfast and lunch each day. In addition to this, during the first month I have set a goal to adjust to the technical properties of the company by using my notes and discussing any obstacles with my manager.

With the start of an internship, challenges may arise during the period of adjustment. A challenge I might encounter will be transportation. Depending on the area of my internship, the

difficulty of getting there may vary due to distance. I plan on overcoming this by organizing multiple route and timing options once I know the location. Feedback is something I believe necessary to one's success. In case of lack of feedback, I plan on asking for feedback and what I can do to improve my productivity.

As I continue to picture my goals and where I would like to be in a few years post-program, I have a few answers. Professionally, I would like to be settled in a company with a relevant degree and have at least two years of relative experience under my belt. I would like to have grown within that company and be in a position that I am passionate about. This position will include a leadership role and being able to help others. Personally, I would like to have planned out the steps to get ready to search for a home that I will purchase. I will build my path towards my goals by dedicating the first three months after graduation to interviewing for companies and job searching. I will utilize my network to pursue a company that I see a future with. In addition to this, I will maximize my internship experience by developing the following skills:

1. **Website Development:** I have taken courses that teach the basics of developing a website and laying the foundation of the content organization. Through this course I've become familiar with the HTML 5 markup language.
2. **LinkedIn Learning/Trailhead:** I have gone beyond the expectations and taken courses through LinkedIn learning and Trailhead to grow myself outside of Year Up. I have a few certificates in areas such as Excel data visualization and am on my way to becoming a Salesforce Ranger.

3. **Coding:** During the COVID-19 pandemic, I took advantage of opportunities to learn new skills. I was accepted into the Stanford Code in Place course which supported my Computer Literacy course and covered the fundamentals of coding and programming.

My hard work and development have left me with an abundance of talent and skills to share with the world. I am beyond ready to implement my diversity, fresh perspective, technical and non-technical knowledge into a field so vastly exciting. Thank you so much for taking the time to consider me as a prospective team member in your company.