

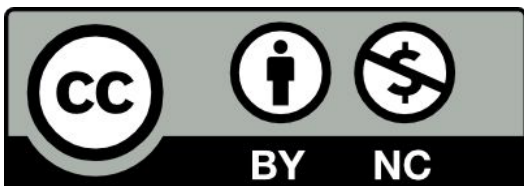


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# Module 7: Portfolio Building



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# Overview & Objectives

**Overview:** In this module, participants will utilize the tools and resources provided by the UNC-IRIS Project to enhance their professional portfolio of interpreting work samples and an updated resume.

## Learning Outcomes and Objectives

### Upon Completion of this module participants will be able to:

1. Select which work samples to archive for one's professional interpreting portfolio.
2. Review one's current resume.
3. Write a personal statement.
4. Meet with an advisor from the UNC Center for Career Readiness.
5. Write and/or revise one's resume.
6. Reflect upon the induction experience.



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# Introduction

## What is the purpose of a professional portfolio?

As interpreting practitioners, we are contacted by a variety of sources to inquire about our services including interpreting agencies, private businesses, colleagues, and consumers. Having a well-prepared interpreting portfolio can highlight your best skills and services.

[Clarke University Career Services](#) defines a portfolio as a “compilation of materials that exemplifies your beliefs, skills, qualifications, education, training and experiences. It provides insight into your personality and work ethic. Choosing the most relevant experiences and putting them in an easily understood format will show an employer proof of your organizational, communication, and tangible career related skills” (para 1).

Your portfolio not only showcases the work you have done, but it is also an important tool used to market yourself and your capabilities. It is an opportunity to present your skill set in a way that a resume alone never could.



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# Benefits of a Portfolio

## The benefits . . .

According to the [Forbes Coaches Council \(2017\)](#), there are nine advantages of developing a portfolio:

1. Tells your professional narrative in a compelling way
2. Generates credibility
3. Offers a reminder of your outstanding achievements
4. Helps potential clients visualize working with you
5. Improves chances of gaining customers
6. Sets you apart, especially an online version
7. Gives a chance to show your creativity
8. Provides a strong supplement to your interview skills
9. Demonstrates consistency



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# What should be included?

## What is in a portfolio?

A portfolio should represent your professional work to date. This could include:

- **Resume:** an updated document listing your work experience and academic achievements.
- **A personal statement:** This is a statement describing your identities and lived experiences and how they shape you as an interpreter.
- **Interpreting work samples:** include various types of your best work including but not limited to consecutive, simultaneous, platform, and translation work.
- **Terms of Service:** an updated outline of your rates, cancelation policy, and other relevant terms and conditions.
- **Certifications, diplomas, degrees or awards:** electronic copies of these documents.
- **Verification of professional development:** include documentation of your continuing education units (CEU) (i.e. [RID/ACET](#)) or training certificates of completion.
- **References:** a list of at least three people who can verify your professional qualifications. Recommendations of references may include deaf community members, colleagues, employment supervisors, and supervisors of other activities such as community and/or professional engagement projects.



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# What's the difference?

## Resume vs CV vs Portfolio

See more resume and interview tips and tricks at [Freesumes on YouTube](https://www.freesumes.com)





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# How do I present my portfolio?

## Formatting considerations . . .

Creating a portfolio will require time and ongoing revisions as you gain further interpreting experiences and expertise. As you begin to develop your portfolio, you will want to decide where to best store your electronic documentation (i.e. resume, certificates, work samples, etc...). Options include:

- Saving this documentation **directly on your computer**. This approach requires that you share files with the requesting party as singular file attachments directly via email.
- Utilize an **online cloud-based system** like [Google Drive](#), [Box](#), [OneDrive](#), or [Dropbox](#). Online cloud-based systems make it easy to share your entire portfolio at one time via a link.
- Create an **ePortfolio website**. This approach allows you to set specific sharing preferences from public to private depending on your preferred access to your ePortfolio.

As we begin this process of building your portfolio, keep these options in mind with the aim of eventually choosing the format that works best for you.

 **ProTip:** Check out [Lanie Sign Language Services, Inc.](#) for ideas on how to build your ePortfolio as an interpreter.

# Getting Started

To get you off to a strong start in building your interpreting portfolio, in this module, we will focus on three key areas:

1. Resume
2. A personal statement
3. Interpreting work samples





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# Resume Refresh

Let's give your resume some well-deserved attention. First, locate your most recent resume. In your journal, make note of all the things you want to add (i.e. work & educational experiences, IRIS Project participation, IRIS professional engagement experience, etc...). Before making any updates to your resume, explore the tools available to you as a part of UNC-IRIS Project:

- **Need a word-processing system or resume templates?** As part of your UNC enrollment, you have access to [Office 365](#). Office 365 is a cloud service that provides access to the following Microsoft applications: Word, Excel, PowerPoint, Outlook, and more. OneDrive is a cloud-based storage service that allows you to save your files in the cloud so that you can access them from multiple devices. You can download Office 365 and OneDrive by following the directions provided on UNC's Office 365 web page.
- [UNC Center for Career Readiness](#) offers resume samples and a resume checklist (embedded below).
- **Looking for an individualized resume review?** [Schedule a free appointment](#) with a UNC Career Counselor. They will review your resume with personalized suggestions for improvements. *Please note* that career counselors tend to book out 2-3 weeks in advance so make sure to schedule your appointment accordingly.



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# Resume: A Few Examples

## To get you started:

- [5 Ways to Improve Your Resume](#)
- [Resume Quick Tips](#)
- [How to Write an Interpreter Resume \(With Tips and Examples\)](#)
- Personal interpreter resumes (these were selected to give provide an overview of various resume formats):
  - [Example 1](#)
  - [Example 2](#)
  - [Example 3](#)



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# Resume Pro Tip: Badges

## Have badges?

[Digital badges](#) (also referred to as micro-credentials) are becoming more commonplace when representing academic achievement, professional development, accomplishment, and mastery. You may have received a badge for completing a training, obtaining a certification, or as verification of organizational membership.

Whatever the reason, you may want to add your badges both to your resume and email signature.

See these videos, about [how to use an open badge on a resume](#) and [how to link a badge in your email](#), to get you started. If you do not have any badges yet, *that is ok*. These resources are available to you whenever you do.



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# Resume Writing in Action

Now that you have located your most recent resume, made a note of the items you need to update, and reviewed the resources in this module to get you thinking - - it is time to revisit, rework, and revitalize your resume! Utilizing the word-processing tools you already have, or those mentioned on the previous *Resume Refresh* page, update your most recent resume.

This process might take some time. You may need to edit and reformat your resume several times over the course of this module. Please schedule your time accordingly, and make note of the due date of your revised resume on the course map. The more time you invest in developing a strong resume, the better you are able to showcase your knowledge, skills, and abilities as an interpreter.

Please remember that the [UNC Center for Career Readiness](#) Career Counselors are available to offer personalized feedback at any stage in your resume writing process. You can schedule an appointment via their [website](#) or by emailing [career.readiness@unco.edu](mailto:career.readiness@unco.edu) **using your UNCO Bearmail email**. Please note you may be asked for your Bear Number when making an appointment. If you do not know your Bear Number reach out to [irisproject@unco.edu](mailto:irisproject@unco.edu) and we will get that to you.

**Note:** You will not be asked to submit your resume on Canvas, however you will be asked to reflect on this resume writing process at the end of this module. If your COL wants to share resumes with one another for collegial feedback and support, please reach out to your facilitator(s) to streamline that process.



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# Creating A Personal Statement, Part I

## Getting Started

In your portfolio, you will want to create a personal statement. Having a personal statement provides greater depth to who you are in ways a resume would not. It gives you the space to craft a narrative all your own, versus a chronologically summarized version of your experiences that is your resume.

Need some examples of what a personal statement could include? Check out the following resources as guidance:

- [An English/French Interpreter's Personal Statement](#)
- [A Sign Language \(ASL-English\) Interpreter's Personal Statement](#)
- [How to Write a Powerful Personal Statement](#)



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# Creating a Personal Statement, Part II

After reviewing the examples on the previous slide, begin crafting your personal statement. Be sure to do this electronically so that you can easily find, save, and revise this statement throughout this process. The length and style of your personal statement is up to you, however, you may consider following a similar approach as you did to your resume (i.e. font, spacing, color scheme) to create an overall “portfolio look” that is cohesive.

Your personal statement can include the following:

- Your identities (both privileged and marginalized)
- Your lived experiences
- Why you got into interpreting
- What you bring to your interpreting work
- Your growth as an interpreter
- Share a story that has an impact on the type of interpreter you are

 **ProTip:** Create an ASL version of your personal statement to showcase your linguistic competency in ASL.

**Note:** You will not be asked to submit your personal statement on Canvas, however, you will be asked to reflect on this personal statement process at the end of this module. If your COL wants to share personal statements with one another for collegial feedback and support, please reach out to your facilitator(s) to streamline that process.



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# Interpreting Work Samples

## Choosing work samples

In your portfolio, you will want to collect a variety of work samples to showcase your best work. You may want to consider samples that include all [three modes of interpretation](#); consecutive, simultaneous, and translation.

As an IRIS participant, you already have a variety of work samples that you can download and use as a starting place for your portfolio. These include:

- Work sample submissions
  - Monologic
  - Dialogic
  - Sight translation
- CORE Module 11: GoReact Interpreting Activity Part I
- CORE Module 11: GoReact Interpreting Activity Part II

Revisit these videos in Canvas and [save](#) at least two to start your portfolio work sample collection. You are welcome to use work samples outside of IRIS as well.



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# GoReact Discussion: Portfolio Building



**NOTE:** You have to log into Canvas to complete this assignment

After updating your resume, creating a personal statement and selecting work samples, respond to the following questions:

## Original post directions:

1. Which work samples did you choose and why?
2. When updating your resume, what changes did you make and why?
3. When creating your personal statement, what did you include and why?
4. Going forward, what will you continue to add to your portfolio?

## Response post directions:

Respond to the post of one of your colleagues by asking clarifying questions, seeking additional information, or expressing an idea that encourages critical thinking and moves the conversation forward.



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# Congratulations!



This journey would not have been complete without your contributions to your community of learning. All of your hard work and growth over this program are remarkable. As you leave, continue to think deeper, seek out wisdom from others, and challenge the collective consciousness of the interpreting field.

We wish you well in all your future endeavors.



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