

## SKILLS YOU DEVELOPED WITH YOUR DEGREE?

### COMMUNICATION SKILLS

The ability to communicate ideas clearly and efficiently in a variety of mediums (written, oral, visually and electronically).

### PROBLEM SOLVING

Use critical thinking skills to evaluate and solve problems.

Demonstrate the ability to be creative and innovative in identifying solutions.

### PERSONAL MANAGEMENT SKILLS

Able to work effectively and independently under deadlines.

Plan, design, and carry out projects from start to finish with well defined objectives and outcomes.

### INFORMATION MANAGEMENT

Locate, gather, and organize information using technology and information systems.

Use research skills to access, analyze, and apply knowledge.

### TEAMWORK SKILLS

Able to work effectively within a team.

Demonstrate the ability to lead or support a team while monitoring the success of project and identifying ways to improve it.

### ETHICS AND VALUES

The ability to take into consideration the costs, benefits, and impact of projects on the individuals involved and society in general.

## WHAT CAN YOU DO WITH YOUR DEGREE?

### GENERAL AND OPERATIONAL MANAGERS

Plan, direct, or coordinate the operations of companies or public and private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management.

### HUMAN RESOURCES SPECIALIST

Develop, implement and evaluate human resources and labour relations policies, programs and procedures and advise managers and employers on personnel matters. Specialists in human resources are employed throughout the private and public sectors, or they may be self-employed.

### ACCOUNTANT

Work includes auditing, analyzing and verifying fiscal records and reports, preparing financial and statistical reports, providing information to clients regarding accounting practices and procedures. The accounting function is a critical tool for management in planning, controlling, and reporting the organization's financial operations. Types of accountants include Chartered Accountants (CA), Certified General Accountant (CGA), and Certified Management Accountants (CMA).

### LOAN OFFICER

Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and methods of payments. Employed by banks, trust companies, credit unions and similar financial institutions.

### INSURANCE BROKER

Insurance Brokers sell life, automobile, property, health and other types of insurance to individuals, businesses and public institutions. Insurance Brokers offer products from more than one insurer, to ensure that their clients get the best deal. Employed by brokerage firms, or may work in partnerships or hold sole proprietorship.