

Include short-term job on résumé

Q: I was laid off from my past two jobs — the first because of an acquisition and the second because of a downsizing. I was at the second job for a little more than three months. Should I include it on my résumé? I learned so much in that job. I worked on an NFL licensing agreement and loved the project.

A: My boss said the employer would be happy to give me a good reference. If I include it, should I refer to it as a temporary job?

A: Absolutely include it on your résumé, but not as a temporary job. You were hired as a full-time permanent employee; unfortunately, the company misjudged its financial position and had no choice but to cut back, and you were a new employee. You may benefit by creating a chronological résumé and then turning it into a functional résumé.

A functional résumé focuses on a person's accomplishments. After you list a summary of what you would bring to a job and how you categorize yourself, create a heading titled "Selected Achievements." Describe the projects you have completed in all of your jobs.

Emphasize all successful projects and such things as the money or time you saved each company by streamlining procedures and processes, anything that you worked on with positive results for the company. Then under the "Employment"

LINDSEY NOVAK

AT WORK



category, list your job titles, the companies you have worked for, and the dates you worked for each one.

Keep both résumé styles updated as you advance in your career, and you will be able to choose the one you think is most appropriate for future positions.

Your cover letter should emphasize the highlights of your work and inform the potential employer of the reasons you are looking for a new job. Do not be embarrassed by financial layoffs in your work experience. Such things are not new.

Q: There are three of us in our department, and we all were hired within two weeks of one another. The job requires a certain level of education and licensure, but the supervisor hired her best friend, who does not meet the requirements, as one of the three. Within a few months of being hired, I was promoted to department lead, which angered her best friend.

A: Since then, her friend has made my life a living hell. She calls me names, sabotages my reports, destroys my personal belongings, leaves work to get her nails done or to go to Star-

CONTACT

Write to Lindsey Novak c/o Creators Syndicate, 5777 W. Century Blvd., Suite 700, Los Angeles, CA 90045. E-mail her at LindseyNovak@yahoo.com.

bucks, and runs to the boss if I make even one mistake. She also sent me a racially offensive text message.

A: She spends hours every day talking in the boss's office while I do twice the work to make sure we keep within our legal contractual agreements. When I spoke to the boss, she replied, "Oh, that's just (friend's name)." Then she asked whether I thought her friend did these things "just to get under (my) skin."

Q: Our company has a federal government contract. Would it be wrong to notify the government that this person does not meet the requirements for the job?

A: First, you are working for an unethical and unprofessional boss. Do not tolerate the sick, immature and offensive behavior of this unqualified employee. Because your boss has violated the government contract by hiring her unqualified best friend, meet with your boss' boss.

Present a formal memo listing this woman's behavior since the beginning. The company president will see that your boss and her best friend must be fired.

BUSINESS PEOPLE

William T. Harrison Jr., shareholder with **Williams Parker Harrison Dietz & Getzen** in Sarasota, received the **Sarasota County Bar Association's Distinguished Community Service Award** in September. Harrison started



William Harrison

his career in 1953 with the Williams, Dart & Bell law firm in Sarasota. Soon after, with only two years' experience, he was unanimously voted general counsel of the Sarasota County Public Hospital Board, a position he held for 50 years. Harrison, a native of Manatee County, served as general counsel for the Sarasota-Manatee Airport Authority for more than 20 years and served two terms on the Judicial Nominating Commission for the Second District Court of Appeal. He has served as president of the Sunny Land Council of the Boy Scouts of America and the Sarasota Opera Association, and as deacon and trustee of First Baptist Church. A charter member of the Gulf Coast Kiwanis Club, Harrison is a former president of the Sarasota County Bar Association and a member of the American Law Institute.

The Florida High Tech Corridor Council recently unveiled the **Virtual Entrepreneur Center**, a Web site with links to local information and services that support new, relocating or expanding businesses. Topics include: developing a business plan, tax issues, exemptions, challenges of growth, relocation assistance, human resources management and business expansion strategies. Any company or organization that offers assistance to entrepreneurs can promote their products and services on the site. Visit www.flivec.com for more information. Created by the Florida legislature in 1966 to develop the work force to support industries within a 23-county area, the FHTCC includes more than 20 economic development organizations, 14 community colleges, and numerous other organizations, including regional workforce boards. For more information on the FHTCC, visit www.floridahightech.com.

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Business People is a list of new hires, promotions, significant professional achievements, honors and awards. Submissions for publication should be printed on company letterhead and modeled after notices that appear in this column. Photos cannot be returned. Electronic photos are not accepted. Send press releases by fax to 361-4880, Attn: Business Weekly; submit electronically at heraldtribune.com/businessweekly; or mail them to: Business Weekly, Attention: Business People, Postal Drawer 1719, Sarasota, FL 34230

Jessica Rogers, executive director of the **New College Alumnae Association**, was recently promoted to vice president of alumnae affairs.

The Manasota Chapter of SCORE Counselors to America's Small Business, is seeking men and women who have experience in the operation of business, large or small, to serve as counselors. The nonprofit, all-volunteer organization offers free advice to small start-up and existing businesses. For more information, visit www.score-suncoast.org and click on "volunteer."

Michael A. Cohen, a registered representative with **Harbor Financial Services LLC** in Sarasota, has earned membership in **PLANCO's 2008 Monarch Society**. The society recognizes those who achieve an extraordinary level of mutual-fund sales in the calendar year.

Attorney **Leslie Wulfsohn Loftus** from Icard, Merrill in Sarasota was appointed to a three-year term on the **12th Judicial Circuit Grievance Committee**. She is also beginning her second term as chairwoman of the Family Law Advisory Group's Family Violence Committee for the 12th Judicial Circuit.

Tempus Electronic Lifestyles in Sarasota received the **Home Sweet Home Theater Award** from Creston Corp. in Rockleigh, N.J. The winning project was a home theater completed in 2007 for the Dowdy family in Sarasota.

GOOD DEEDS

Lakewood Ranch-based **Neal Communities** recently donated \$10,000 to **Foundation for Dreams**, which built and funds **Dream Oaks Camp** for children and youths suffering from physical, developmental or learning disabilities and those with serious illnesses. The money will be used for operational expenses at the camp on Upper Manatee River Road in Bradenton. The donation brings Neal Communities' total donations to the foundation to \$30,000 over three years. A previous donation funded the building of the **Patrick and Charlene Neal Environmental Center**, where campers study the ecosystem. Dream Oaks Camp welcomed its first set of 56 campers in the summer of 2001 and has since grown to serve more than 300

children with special needs. For information about the foundation or the camp, call 748-8809.

J.E. Charlotte Construction, Sutter Roofing and Mark Williams Construction, all in Sarasota, recently donated labor and materials to replace the roof of a chiller building that serves the **Sarasota YMCA Transitional Program**, which serves homeless youth.

In the past year, clients of **20 Minutes to Fitness** in Sarasota have donated more than 1,300 pounds of food to **Meals on Wheels PLUS of Manatee**. Last year, the company placed a 50-gallon barrel in its lobby after learning that the organization was running low on food. "Then, after the holidays, our cli-

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Good Deeds highlights acts of generosity by local businesses. Submissions for publication should be modeled after the notices that appear in this column. Documentation, such as copies of letters acknowledging a contribution, also should be submitted. Send notices by fax to 361-4880, Attn: Business Weekly; submit electronically at heraldtribune.com/businessweekly; or mail them to: Business Weekly, Attn: Good Deeds, Postal Drawer 1719, Sarasota, FL 34230

ents just kept on giving and filling up the barrel, so we just nev-

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