

# Resumes & Interviews

Dr. Azra Behlim, PharmD, MBA



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## Professional Bio

### Current:

- Senior Director, Pharmacy Sourcing & Program Services
- Board of Directors for GEFCC, Chair of Quality & Operations
- AMHP Texas, Board Officer

### Previous:

- Global Healthcare Strategy Consultant, New York
- Senior Director, Strategic Sourcing, @Fortune 30 Company
- Pharmacist

### Relevant Experience:

- Managing teams of people for over 10 years
- Reviewed over 1,500 resumes
- Conducted over 600 interviews for a variety of positions which include:
  - Admin personnel, business analysts, manager, project managers, consulting firms, directors, finance, supply chain, healthcare, business administration, etc.

# Agenda

- ▶ Resume Writing

- ▶ Interviews

# Resume Writing

# Resume Writing Begins With...

- ▶ ACTUAL WRITING! (Pen & Paper)
- ▶ Before you begin writing a formal resume, write down...
  - ▶ Everything you have ever done (Work, Volunteer, Community Projects, etc.)
  - ▶ All skills (technical, interpersonal, professional, etc.)
  - ▶ All the words people have used to describe you (teachers/professors, parents, coaches, friends, mentors, extended family, etc.)

# Resume Writing

- ▶ Think about your “personal brand”
- ▶ Think about all the different types of roles you may be interested in
- ▶ Be prepared to develop multiple versions of your resume

# Resume Writing: Quick Tips

- ▶ Do use action-oriented words
- ▶ Do use a layout that is clean and easy to read
- ▶ Do include something that shows your personality
- ▶ Do use small clean graphics where appropriate & in a limited fashion
- ▶ Don't crowd the page with unnecessary formatting or words
- ▶ Don't bother with fancy paper
- ▶ Don't sell yourself short
- ▶ Don't use a format/style that is super generic.

# Resume Examples

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the page, creating a modern, layered effect. The text 'Resume Examples' is centered in a clean, sans-serif font.



# “The Interview”

# Interview: The Prep

- ▶ No such thing as being “over-prepared”
- ▶ When the interview is being set up ask specific questions about the people you will be interviewing with
- ▶ Research the company (i.e. latest news, LinkedIn, financial disclosures)
- ▶ Pick the appropriate outfit and accessories
- ▶ Be aware of “non-verbal social cues”
- ▶ Map out the distance, proper travel time, parking, etc.

# Interview: Behavioral Interviewing

- ▶ Situational questions designed to show the interviewer your skills as well as your ability to organize thoughts and speak in a concise manner.
- ▶ STAR method for responding
  - ▶ Specific
  - ▶ Time
  - ▶ Action
  - ▶ Results

Example: “Tell me about a time where/when...”

# Interview: Body Language

- ▶ Do speak clearly and at a moderate pace
- ▶ Do make eye contact
- ▶ Do smile
- ▶ Do stand and sit up straight
- ▶ Do pay attention to your breathing
- ▶ **Do come prepared with questions**
- ▶ Avoid covering your mouth or face when speaking
- ▶ Don't turn your head away or look down when speaking
- ▶ Avoid unnecessary hand gestures and fidgeting
- ▶ **NEVER pick up or look at your phone**

# Questions