

Student & Alumni News



Court Reporting Institute

Issue I; Vol. II | February 2010

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We want to keep in touch!

Help us keep in contact by sending your name, up-to-date email address, phone number and address to alumni@vatterott-college.edu.

Open Houses

CRID

3/6/10, 9 a.m. to 12 p.m.

6/5/10, 9 a.m. to 12 p.m.

CRIH

2/7/10, 10 a.m. to 7 p.m.

5/15/10 10 a.m. to 12 p.m.

Open houses are a great way to show your family what it is that you are putting your time and efforts into! You are also encouraged to bring anyone who may also be interested in a career in court reporting or paralegal.

Graduate Spotlight: Nancy Eleby, CSR - CRIH

Nancy Eleby started CRIH in June of 2003 as a 22-year-old mother of two girls. She worked full time at the family restaurant and when she realized she did not want to work the 10 to 12 hour shifts, six days a week for the rest of her life. The moment she left orientation at CRIH she felt that Court Reporting was her future. She was so excited and knew this would be a challenge for her; a challenge she was looking forward to meeting.

Even though Nancy worked long hours, she was excited to wake up at 5 a.m. every morning to see what that day had in store for her. "I was focused and determined at what I wanted in life and court reporting was always at the top of my list," said Eleby. Going through school was challenging. Nancy experienced some significant personal losses in her brother and her grandparents. She recalls going to school and not knowing if she could focus enough to pass a test. But she said she knew in her heart that her grandparents would have wanted her to continue on her journey and that a leave of absence would not serve her best interests. She decided to ride out the storm and pray for healing.

Eleby said it took a lot of determination to accomplish her goals. She was frustrated each time she would get her results and only be one point off. Instead of becoming discouraged, she decided to focus. She reflected and asked questions

of her instructors. She used speed tapes if she didn't have anything to type. "You can ask a friend, 'what did you do'? But you need to focus on yourself and see what it was that YOU did not do to pass that test. Passing that one test gives you the push that you can do it," said Eleby.

Eleby was fortunate that she didn't have any challenges when finding a job. She attributes this to an opportunity which arose when she was in her 225s. At first she was not interested in taking the position. Eleby thought it would be best to stay focused on school and her certification. However, her mother encouraged her to give it a try. "I was able to have a salary and also practice to get my CSR," said Eleby. Having the experience as a student was really



beneficial to Eleby. There were many benefits that came from accepting this challenge. In addition to "real world" experience, Eleby was able to ask colleagues questions, make contacts and practice while getting paid.

After a year of working Eleby earned her certification and decided to venture out on her own as a freelancer. She utilized her business cards and

**Have a story on a graduate, staff or instructor you would like featured?
Send in your story to alumni@vatterott-college.edu.**

Graduate Spotlight: Nancy Eleby *continued*

networked. "It is putting yourself out there and getting to know the reporters and filling in for last minute things," said Eleby. "They remember you and they call you back."

"I don't think I could have made it through school without the great support of my family, my friends and my instructors; Ms. Codina, Ms. Cory Sorenson, Ms. Price and who could forget Mr. Steve Shastay," said Eleby.

Eleby's advice to current students is to set a goal and don't get discouraged. Remember what you're there for. No one else can do it for you. "I know that life brings some unexpected trials but we have to believe in ourselves and know there is a light at the end of that tunnel," said Eleby. "It's so easy to get discouraged and give up on your dreams when dealing with the everyday struggles. But just know that no matter what obstacles are placed in your path, you can and will overcome them."

Career Tips, Trends and Highlights

Employer Expectations: What would you expect from a good employee?

Cathy Hamilton, Career Services Coordinator at CRIH

Imagine for a moment that you were the employer in your field and you were looking to hire someone to fill a position with your company. What would be some of the characteristics you would look for before hiring applicants?

Well let's explore a few of the four top characteristics that have proven to be valuable information for you to have as a job seeker.

Academics = Excellence in formal education

Appearance = Dressing for success

Attendance = Attends regularly

Attitude = Thinks positively

I refer to these characteristics as the Four A's. When you know what an employer in your field of interest is looking for then your job is to convince them that you are the person that they should hire. Which of the Four A's do think is the most important to an employer? If you guessed all of them you are correct.

An employer is looking for applicants with intelligence and an excellent formal education with a degree or certification. But all these aspects would be moot unless the applicant can be perceived as having a professional appearance, is punctual and has that "can do attitude".

On the other hand, an employer doesn't just hire a candidate based on appropriate attire, good grooming and hygiene. Those aspects will help you to be taken seriously, but to get hired you must have solid academics, consistent attendance and a professional and positive attitude.

I think you get the picture now. You should work toward maintaining all four of these characteristics as a job

seeker because you cannot be successful in meeting an employer's expectations with just one of them.

So the next time you prepare yourself for an interview ask yourself these questions:

1. Do I look like the right person for the job?
2. Am I dressed conservatively?
3. Is my clothing neat, clean and in good condition (free of holes and wrinkles)?
4. Is my handwriting legible?
5. Do I pronounce my words clearly?
6. Do I use correct grammar?
7. Can I be counted on to do the job (dependable and punctual)?
8. Can I tell employers exactly when and how I have shown good attendance?
9. Does my non-verbal body language reflect self confidence?
10. Does my educational background meet the employer's qualifications?

Learn to use the Four A's to your advantage and show an employer how your educational experience, knowledge and skills, appearance and attitude match up with their expectations.

Career Services Contacts

CRID Kaley Young.....214-350-9722 ext. 224
CRIH Cathy Hamilton713-996-8300

CAMPUS HAPPENINGS

Announcing our Career Services Department

The Court Reporting Institutes of Dallas and Houston, in their constant commitment to improve the training of future court reporters, are introducing the new Career Services Departments dedicated to assisting employers and students in achieving their employment goals. The Career Services Departments are student-centered and committed to giving full attention and effort to developing students' abilities, attitude and personal potential so that they may become skilled and successful employees.

Effective working relationships with existing and new employers are an on-going goal of the Career Services Department. Many of our employers serve on our Advisory Boards and provide valuable feedback to our Instructors regarding curriculum and current news from the field. This benefits both employers and students by ensuring the appropriateness and value of the training students receive in our programs.

From scheduling interviews to job fairs, Career Services ensures value and economy to candidate searches. We are available daily to assist you and provide several opportunities throughout the year for employers and students to easily meet each other through job fairs.

**A message from Cathy Hamilton,
Career Service Coordinator – CRIH
713-996-8300**

Let me take this time to reintroduce myself since there have been some changes regarding office locations at our campus. My name is Cathy Hamilton and I am the Career Service Coordinator here at the Houston campus. I was hired as the Career Service Coordinator in September 2009. I have been providing job lead booklets that contain full time and part time jobs for you every week. The jobs that are listed in the booklet are jobs that are not necessarily in your field but job leads that may lead to a job that will help you make your financial payments and other financial needs like gas money just to name a few.

In addition, I host scheduled Career Development Workshops both day and evening. These workshops are made available to you in order to: prepare you for the interview and you can participate in a practice mock interview, show you how to be more effective in your job search, help you establish you're networking contacts with employers in the community, and also provide you assistance in creating your portfolio. Dress for Success Tuesdays is a great way that you can be sure you are dressing appropriately for an interview. A \$25 gift card is given away at the end of every month for those who participate. All you have to do is come by the career services office and have your attire critiqued by me and your name will be entered in the drawing each time you participate.

I look forward to working with all the Court Reporting students and the Paralegal students so that you will be successful in finding employment in your chosen field. Take a moment and come by and introduce yourself. My office is located on the 3rd floor of the building across from room #302. There are always treats in my office so come by and say HELLO!

**A message from Kaley Young,
Career Services Coordinator – CRID
214-350-9722 ext. 224**

As the Career Services Coordinator for CRID, it is my job to help current students and graduates excel in their career searches. I am available to assist with mock interviews, designing personalized job search strategies, reworking resumes and more.

I spend a lot time out of the office networking in different circles, such as court reporting and paralegal groups to build professional relationships for the students and graduates of CRID. Not only do I make the connections for students to contact employers, I also make the connections for employers to contact students.

I am at your service. You let me know what you need and I will do my best to help you find the answer that is right for you. Your success is my success. I can be reached either on campus or by calling.



Student & Alumni News

Faculty Member of the Year

From Pam Bell, CEO and President of Vatterott Educational Centers, Inc.

Vatterott Educational Centers, Inc. recognizes that the success our students find in their chosen career fields is due in large part to the exceptional education and training that they receive in the classroom.

The Court Reporting faculty lends a unique balance of theoretical and functional knowledge to each class thereby better preparing our students for the challenges that lay ahead of them in the professional world.

We are pleased to announce the implementation of the Faculty Member(s) of the Year Program. This program has been designed to identify and acknowledge those faculty members who consistently excel both in an outside the classroom. Awards will be determined by the student body through student nominations and voting. Criteria will include:

- Classroom and Lab Instructional Delivery
- Student Interaction to include tutoring, advising and mentoring programs
- Peer and Campus Feedback

The Faculty Member(s) of the Year will be recognized during the campus graduation ceremony at which time the winner will be awarded a two day, all expenses paid workshop or event which will relate to their teaching programs. Each campus in turn will ask the winning faculty member to provide feedback to their respective colleagues in regards to trends and experiences in their industry at one of their faculty meetings.

We are excited to bring this new program to our faculty at the Court Reporting institutions.

Congratulations to Davi Tamez – CRIH and Sara (Libby) Scoggins – CRID, who received the 2009 Faculty Member of the Year Award!

CRIH Congratulates Graduate Portia Lucas!

The Court Reporting Institute of Houston would like to congratulate Portia Lucas as being the first graduate from the paralegal program to become employed in the paralegal field. Portia graduated from the paralegal program in September 2009 and started her first job at Willard Law Firm as a Law File Clerk on 8/27/09 before she actually graduated. She is currently employed with Legal Research International as a Legal Office Assistant. Portia made a good first impression with her current employer when she went for the interview. She presented a very professional and impressive portfolio at the interview and her employer was truly impressed with her documents and research samples that she provided; and with such a great first impression, she was hired on the spot.

The faculty and staff of the paralegal program is very proud to know that Portia has volunteered her time to come back and speak to other students in the paralegal program about how important it is to have a portfolio because she knows that a portfolio is a great marketing tool to help sell yourself during the interview. This is definitely the level of professionalism that we would like all of our graduates to be able to achieve. CONGRATULATIONS PORTIA!

Web Site Redesign

The Web Development team recently completed the final installment of a 6 month Web site redesign project. The project included the redesign/launch of the following Vatterott Educational Centers Inc. satellite Web sites:

- The Court Reporting Institute of Dallas
- The Court Reporting Institute of Houston
- The Court Reporting Institute - Online Division

Along with an improved look and feel, the focus of the Web site redesign project was on improving access to important information for students, faculty, and staff, implementing a more intuitive navigation and providing interactive features so that our prospective students can communicate on a real-time basis with our admissions representatives.

