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**'It Worked for Me': Suzanne Reitz**

SCAL Clerk Shows How It's Never Too Late to Finish

**Current Position:** Senior Logistics Clerk, San Diego Medical Center, SCAL

**Her Goal:** To obtain Master's in Healthcare Administration

**How KP Helped:** BHMT made it simple to go back to school through the use of Colorado Technical University (CTU)

Suzanne Reitz was interested in going back to school and completing her bachelor's degree, but she knew that there was some coursework in which she needed to finish first. [Utilizing the prerequisite classes online through Colorado Technical University \(CTU\)](#), she completed 10 classes. "I got so excited about learning again," she says. She found that the courses she took actually helped her in her current role, and in exchange, her work experience also helped her with her school work. "These courses were super beneficial for me."

Once she completed her prerequisites, she [enrolled in the Stipend Program](#), so that she could take time off from work to finish her bachelor's program. "It was amazing to be able to take that time off."

Through her hard work and dedication, Suzanne received a 3.95 GPA from CTU. "Everyone involved has been so encouraging."

Already planning her next steps, Suzanne is looking forward to the future. "I'm hoping that with my degree, I can gain a promotion within KP." She also plans to go back to school to receive her Master's in Healthcare Administration.

"BHMT has been amazing! I always ask other coworkers, 'Why aren't you taking advantage of all it has to

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**Congratulations, Suzanne!**

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### **3 Tips for Career Development**

Once you know the direction you want your career to move towards, it is necessary to navigate the job market to get to where you want to be. This navigation process can intimidate many folks, so it is important to realize that the skills you need are predictable and learnable. Having these skills will serve you throughout your working years at Kaiser Permanente.



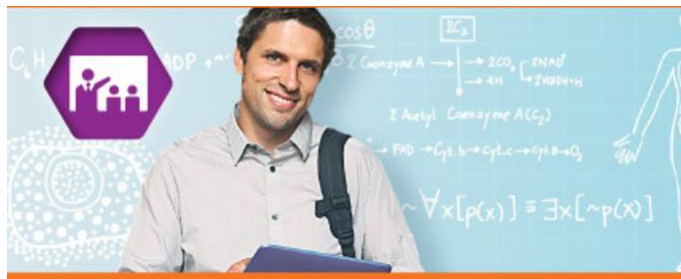
It is much easier to proceed if you divide the job-navigating process into smaller, more manageable bites. As you do this, you will quickly learn that each one of these necessary skills is a bit of a game, and once you have internalized this, you can then learn how to play the game to win.

Here are 3 tips on how to **increase your odds** of getting where you want to go:

- 1. The Likability Game:** Everyone knows that it is important to be perceived as competent and capable while going through the job search process. But, many don't realize that it is also critically important to let your likeability show. If a hiring manager has a highly-qualified candidate who has a bit of an edge vs. a qualified person who is highly likable, s/he will more often go with the likable candidate. Let your pleasant, gracious, and respectful dimensions show by not being overly serious in the more casual interactions of the hiring process.
- 2. The Resume Game:** You win the resume game if you are invited to an interview. To increase your odds, you should optimize your resume by highlighting the skills and the quantified/qualified impact you have made that align with what is important to the interviewer. To include all you have done can distract the reader; make the effort to target your content to the job you are applying for.
- 3. The Interview Game:** You win the interview game if you receive a job offer. Don't pull yourself out of consideration for a job because you think you don't want it. You don't know what you are saying "no" to until you have an offer. Additionally, knowing how to get an offer is an excellent skill to master so take advantage of the opportunity to practice.

You can [reach out to your local BHMT Career Counselor](#) for assistance with writing your resume, preparing for an interview, improving your KP Profile, and/or guidance on conducting your job search. We are here to support you! *Presented by Mary McCoy, BHMT Career Counselor, San Diego*

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## Ben U Academic



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### KP School of Allied Health Sciences' Registration is Now Open!

Through [Kaiser Permanente Health Sciences \(KPSAHS\)](#), you can take advantage of the popular online non-credit courses offered, and in just six weeks, you can earn a certificate of completion as you conveniently learn at your own pace.

- [Intro to Anatomy & Physiology](#)
- [Intro to Biology](#)

**Registration closes September 25** for courses starting October 2.

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### How to Make the Jump from Work to School with CTU



Starting college after working for a number of years can be a difficult transition as you adjust to a different schedule, new demands, and increased time constraints. How can you help the transition of going back to school after being in the workforce? Read these [seven tips](#) that may make the transition back-to-school a little smoother.

**Registration closes on September 30** for Session A starting October 3. Enroll now!

For more information call: 855.283.1590 or email: [bhmt@coloradotech.edu](mailto:bhmt@coloradotech.edu).

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### Looking for an Online, Hands-on, Lab Science Class?



To serve your educational needs, [Ocean County College \(OCC\) offers 7, 100% online, lab science courses](#): *Principles of Biological Science, Anatomy & Physiology I and II, Microbiology, Introduction to Chemistry, and Organic Chemistry I & II*. These courses can be taken from the convenience of your own home and are perfect if your education plan requires any prerequisites for a Nursing or Allied Health program.

**Short on time?** Take advantage of OCC's 15, 10, 7.5, or 6-week terms today!



**Ben U Skills**



**'Read Aloud' eBooks Won the Smart Book Award for 2017!**

We are very proud to announce that [AmEnglish's 'Read Aloud' eBooks won the Smart Book award for 2017](#) from Academics' Choice.



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**Need Career Direction? Contact Your BHMT Career Counselor**

Are you aware of your free and confidential career counseling benefit? Your regional career counselors are available to help you with career goal setting, education planning, and job search assistance. No matter where you are at KP, it's useful to explore your professional development.

Contact Your Hawaii region Career Counselor:

**KAWIKA KANE**

Kawika.D.Kane@kp.org, (808) 286-5323

Established in January 2007, the Ben Hudnall Memorial Education and Training Trust provides career counseling services and resources to education and training programs across Kaiser Permanente Regions.

**Office of the Ben Hudnall Memorial Trust**

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