



# My Black Job Part 2

Elevate Your Career Journey With  
Purpose | Passion | Practical Tools For Progress

Philadelphia and Baltimore Episcopal District Annual Conference  
196th Annual Session of the  
Christian Education Department (CED) Convocation

*Reverend Tina Nelson and Ms. Stephani Perry, CED Conference Co Directors  
Reverend Felica R. Thompson, Missionary Supervisor  
Bishop Brian R. Thompson, Presiding Prelate*



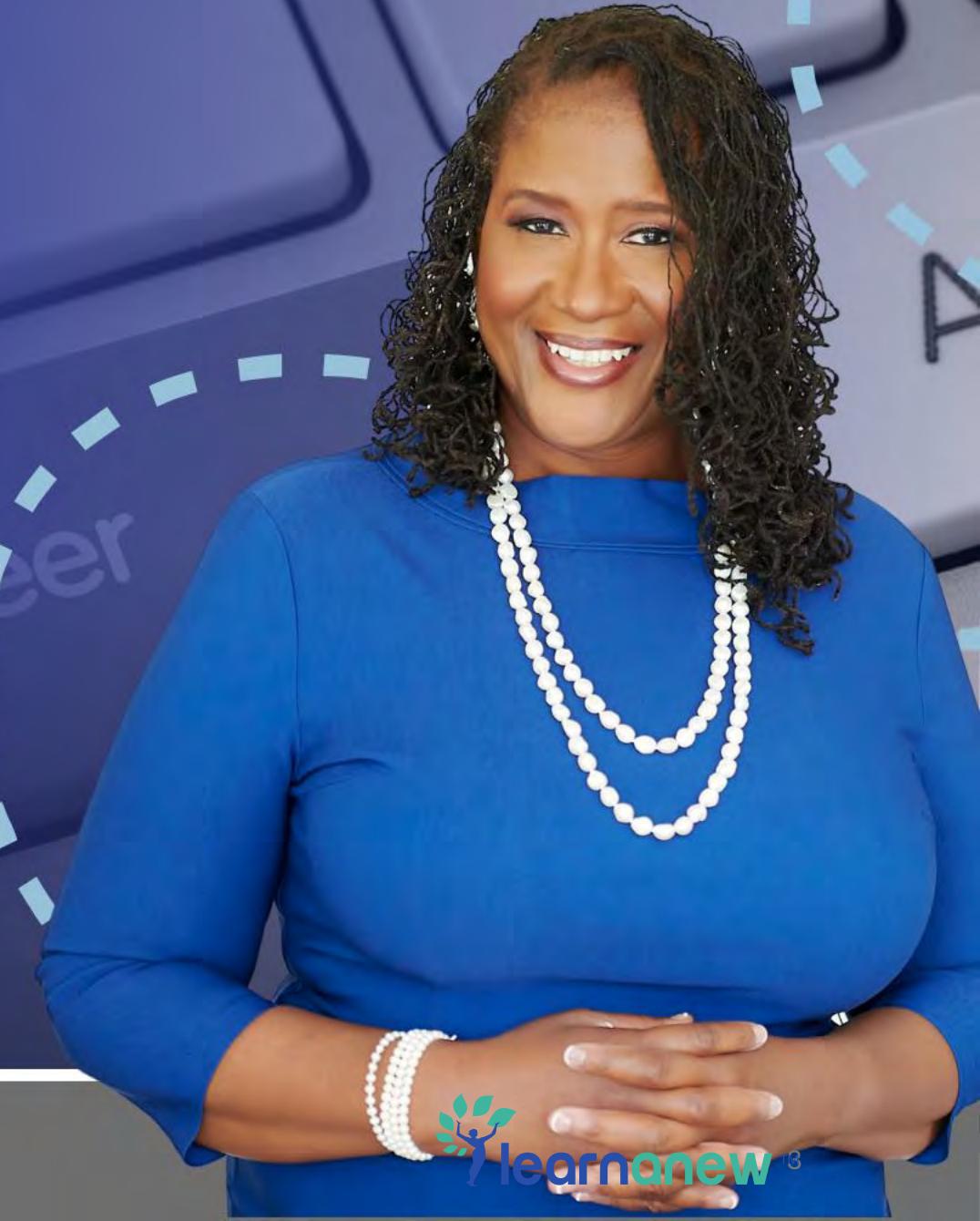


# hranew

# Ms. Deborah Stallings

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Meet the presenter



My story begins in public housing in Chicago, where my journey to resilience and resourcefulness began. Later, on my grandparents' farm in Mississippi, my brother and I, as children, helped our mother, who, despite paralysis, embraced life with purpose, supported by the love of those around her. Through these formative years, I learned the values of faith, perseverance, education, and hard work. This foundation shaped my approach to servant leadership and fueled my passion for helping businesses and organizations turn HR chaos into calmness.

As a visionary leader, speaker, educator, trainer, and human resources expert, I am dedicated to helping organizations optimize their people, processes, and performance. Passionate about equipping faith-based organizations, businesses, nonprofits, and government entities with the tools they need to thrive in an ever-evolving market, I have developed innovative strategies that have helped countless organizations achieve sustainable growth by fostering inclusive, high-performing workplaces.



## My Credentials:

- 30+ years of EEO, HR, Recruitment, and Training advocacy.
- 20+ years as a resilient Christian educator.
- Master's degree in management and leadership, and a bachelor's degree in business administration, Notre Dame of Maryland University.
- Society for Human Resource Management, Senior Certified Professional (SHRM-SCP).
- Nationally certified WBENC Woman-Owned Small Business (WOSB).
- Aspiring Author.



# Ms. Brejae Cain

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The Mentee



# Mentee: Ms. Brejae Cain

Ms. Brejae Cain is a recent graduate of the University of Pittsburgh-Greensburg, where she earned her Bachelor's Degree in Psychology with a concentration in Clinical and Counseling. A driven and compassionate young professional, Brejae has consistently demonstrated a commitment to education, leadership, and service throughout her academic and extracurricular journey.

During college, she held several roles that honed her communication, critical thinking, and problem-solving skills, including serving as a Tutor Counselor for the Saint Francis Upward Bound program and working as a Front Desk Assistant through the university's work-study program. She also held leadership positions in student government and was an active member of the Black Student Union and other campus organizations.



# Mentee: Brejae Cain

As a mentor, Ms. Deborah supported Ms. Brejae as she transitioned from student life to career readiness, helping her craft a compelling resume that reflects her strengths, experiences, and aspirations. Ms. Brejae's resilience, reliability, and deep sense of purpose continue to inspire those around her. Ms. Brejae recently landed a full-time job in her career choice of interest and is committed to continuing to develop her leadership and make a meaningful impact.



# Workshop Overview

This interactive workshop **equips participants**, especially students, recent graduates, and career changers, with **powerful tools to elevate their career journeys** by clarifying purpose, igniting passion, and applying practical strategies for progress. Participants will learn how to craft resumes that reflect both professional strengths and personal calling, prepare confidently for interviews, and develop **actionable career visions rooted in faith and purpose.**

Through real-world examples, guided mentorship, and spiritual reflection, this session emphasizes how to turn life experiences, including education, volunteerism, and ministry leadership, into compelling career narratives and marketable assets. With faith as the foundation, participants will **leave empowered to pursue their goals with intention, excellence, and clarity.**



# Learning Goals

By the end of this workshop, participants will be better able to:

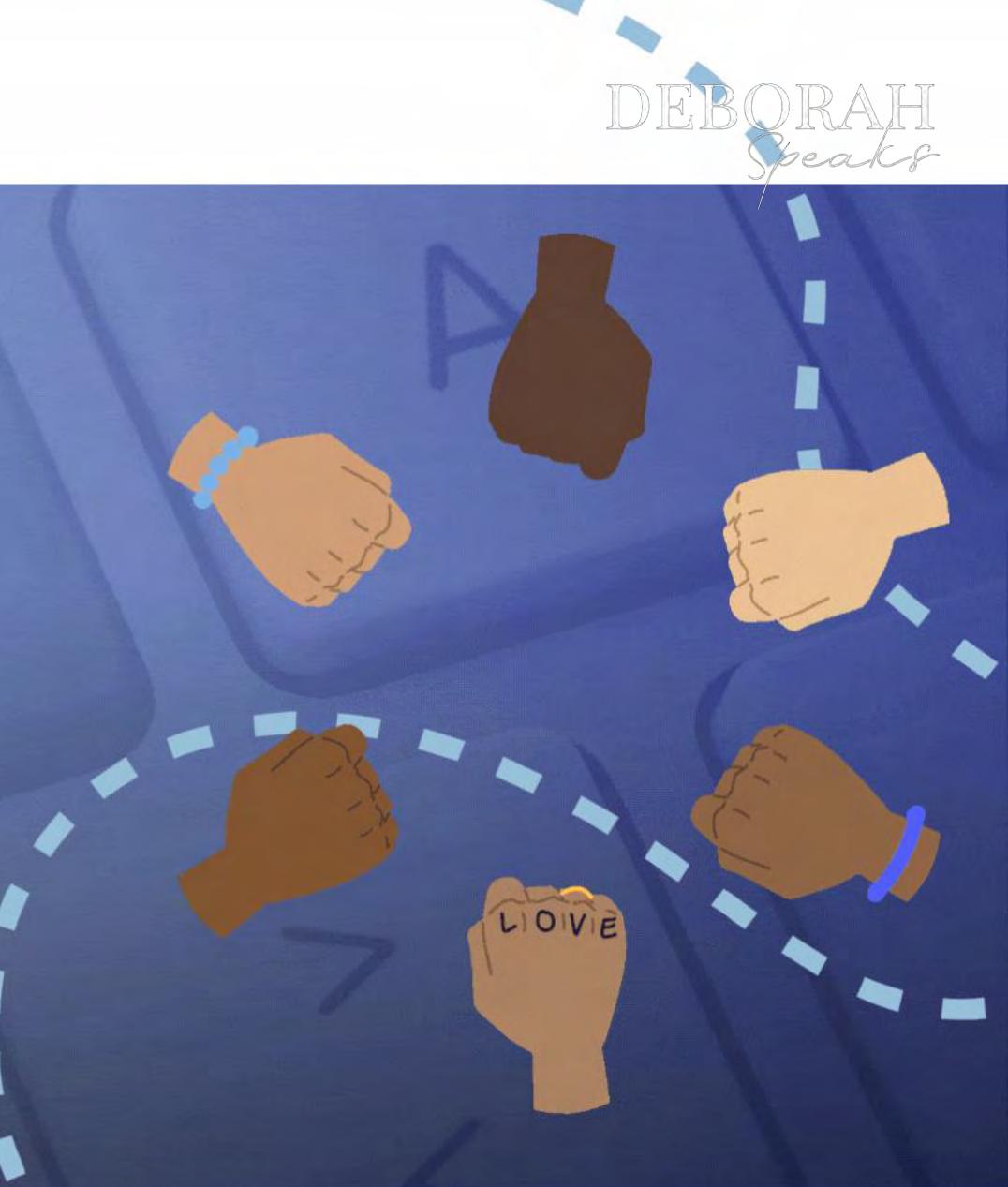
- 1) **Clarify Purpose:** Identify their unique strengths, lived experiences, and faith-driven goals, and express them through a compelling resume and career narrative.
- 2) **Ignite Passion:** Recognize how their values, interests, and spiritual calling can shape career direction and professional fulfillment.
- 3) **Apply Practical Tools:** Use proven strategies for resume building, interview preparation, and creating a personalized career vision anchored in faith.
- 4) **Leverage Mentorship:** Recognize the value of guidance and community support by applying lessons learned from mentoring relationships to move forward with clarity and confidence.



# We Are In This Together

DEBORAH  
Speaks

- **Engage and Participate** – We all have varying experiences, skills, and contributions to make.
- **Encourage Others** – We want to hear from everyone. Inclusion means that all voices are heard and matter.
- **Be open and respectful** to other perspectives and ask questions for clarity and understanding. Unanswered questions will be placed on the parking lot to be addressed later.
- **Confidentiality and non-attribution.** What happens in training... stays in training!
- Use ***mindfulness and deep listening skills.*** Be present. Silence your phones. Listen for both the intent and impact of what you are hearing.



# Free Things: Grab Your Tools Here



Scan QR Code:

Link:

<https://hranew.com/free-resources/careers>

- 1) PPT PDF
- 2) Resume Writing Tips
- 3) Sample Resume
- 4) Sample Interview Questions



# We Are Living In a VUCA World



**V** **olatility:** Unexpected layoffs, terminations, and reorgs in both government and private sectors.

**U** **ncertainty:** Shifting priorities, political changes, budget cuts, hiring freezes.

**C** **omplexity:** New technologies, hybrid work, automation, and evolving job roles.

**A** **mbiguity:** Fewer guarantees, unclear career paths, unpredictable timelines.

*VUCA – a term coined by social theorist Mr. Peter Vaille.*

# Proverbs 16:3 (NIV)

*“Commit to the Lord whatever you do, and He will establish your plans.”*

# Icebreaker

*In your own words...*

*What role do you think a resume plays in your job search or career growth?*



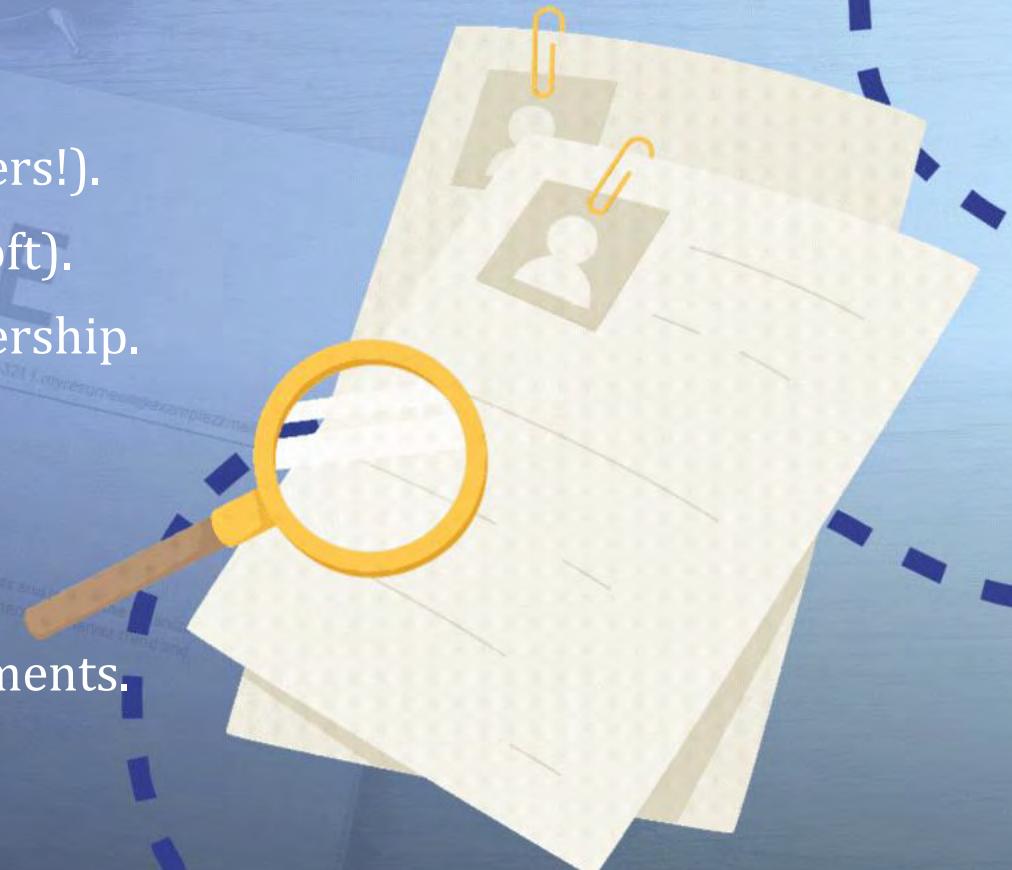
# Why Resumes Still Matter in 2025

- ! First impressions are made in **6-8 seconds**.
- ! **77%** of hiring managers say a strong resume influences interest.
- ! **78%** of information on resumes are misaligned or untrue.
- ! Resumes = Your personal marketing tool.
- ! A great resume can increase interview invites by **40-50%**.



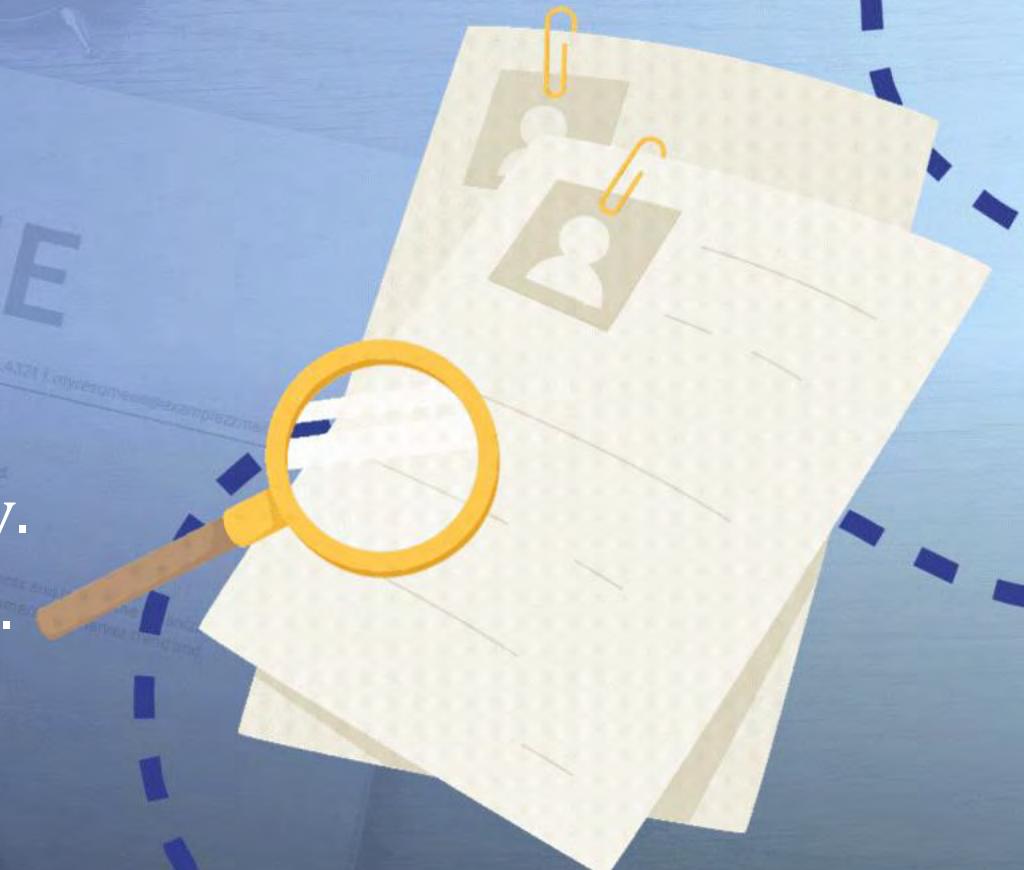
# Recruiters and Hiring Managers' Priorities

- Clear summary or objective aligned with the job.
- Results-oriented bullet points (use action verbs + numbers!).
- Relevant experience, education, and skills (technical + soft).
- Faith-based and volunteer contributions that show leadership.
- Clean, ATS-friendly formatting.
- Consistent job history with minimal unexplained gaps.
- Keywords matched to the job description.
- Ability to pass background checks and meet job requirements.



# Common Resume Mistakes

- ✗ Typos and grammar errors.
- ✗ Overly generic or outdated content.
- ✗ Blocks of text instead of bullet points.
- ✗ No customization for the specific job.
- ✗ Irrelevant or overly personal details.
- ✗ Ignoring gaps or unclear employment history.
- ✗ Poor formatting or design (not ATS-friendly).



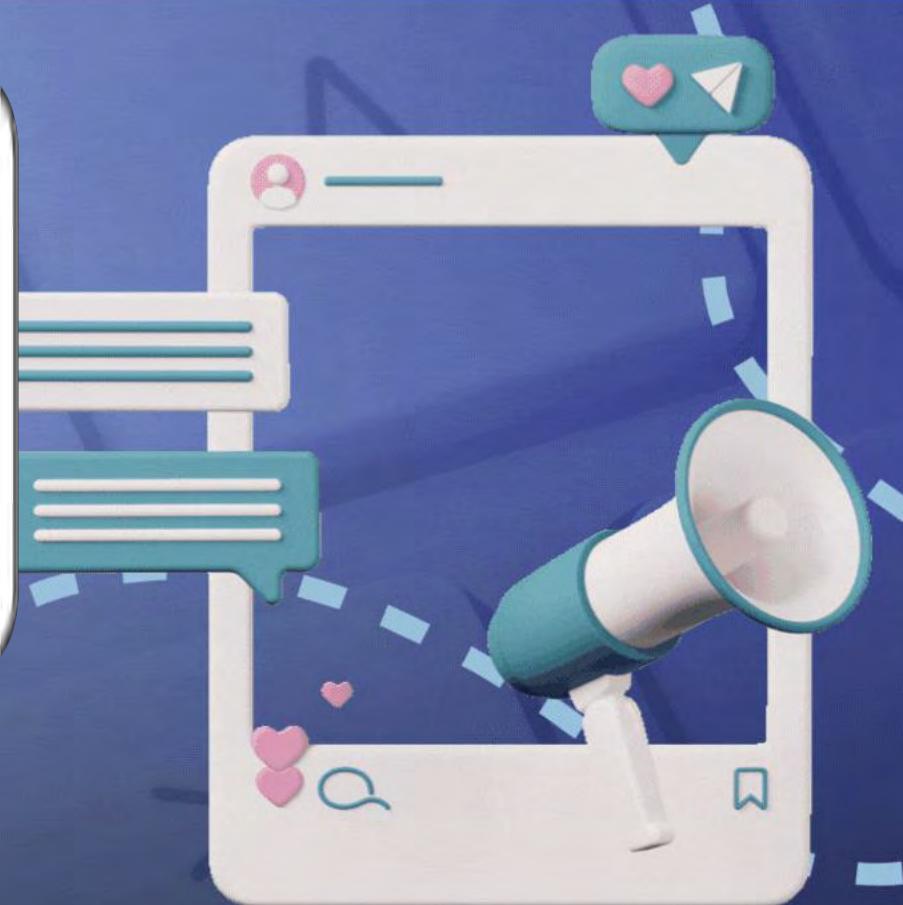
# Do I Still Need A Cover Letter?

- **Yes**, if prepared well, it adds value.
- Tell your story beyond the resume.
- Customize your cover letter for each unique job.
- Highlight purpose, values, and motivation.



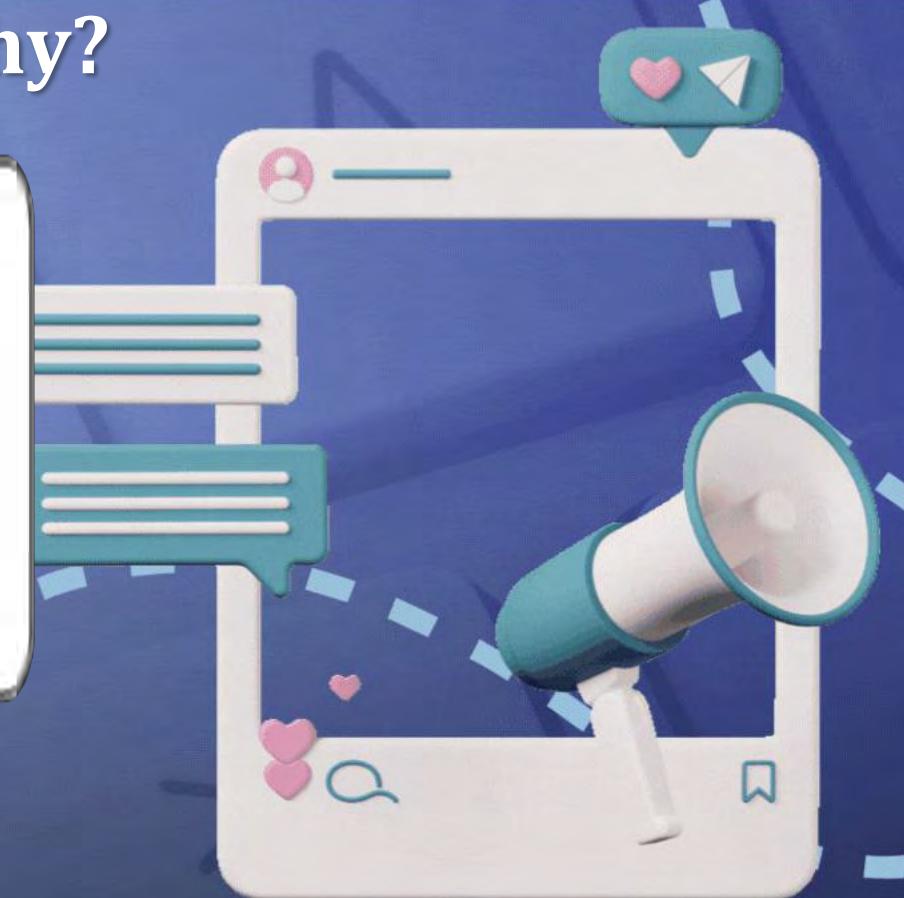
# LinkedIn: Your Digital Business Card

- Add a professional photo and a strong headline.
- Include your resume summary and top skills.
- Share articles, updates, or volunteer work.
- Use it to connect with peers, recruiters, and mentors.
- Seek out persons to endorse you.



# Social Media: Are You Share-Worthy or Scare-Worthy?

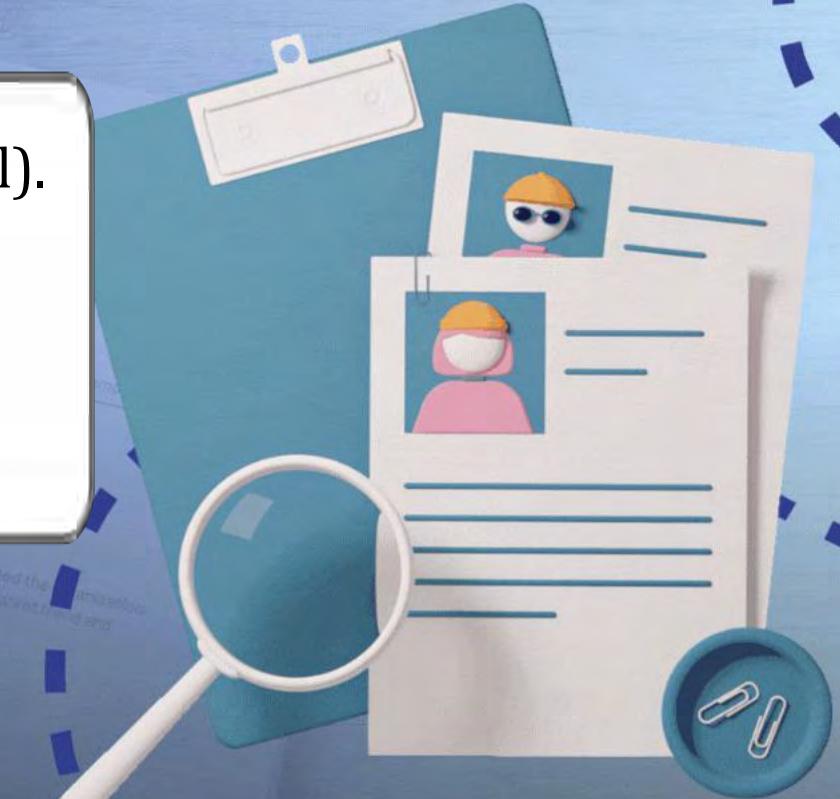
- Employers **do** review your social media profiles.
- Remove questionable photos, language, or posts.
- Highlight service, achievements, and purpose.
- Use privacy settings wisely.



# Redline List:

## Does Your Resume Reflect You Today?

- Read your resume aloud (use Word's Read Aloud tool).
- Remove outdated or ineffective content.
- Update verbs, metrics, and relevance for the job.
- Ask someone you trust to review your resume.



# Question

*How many of you observed at least one thing on the list you have done before?*

*Good news is, today is all about learning and leveling up. You don't need a perfect resume. You need a purposeful, honest one that reflects your value and goals.*



# Confirmation Bias In Hiring

**Definition:** Confirmation bias is the tendency to seek out or interpret information in a way that confirms existing beliefs.

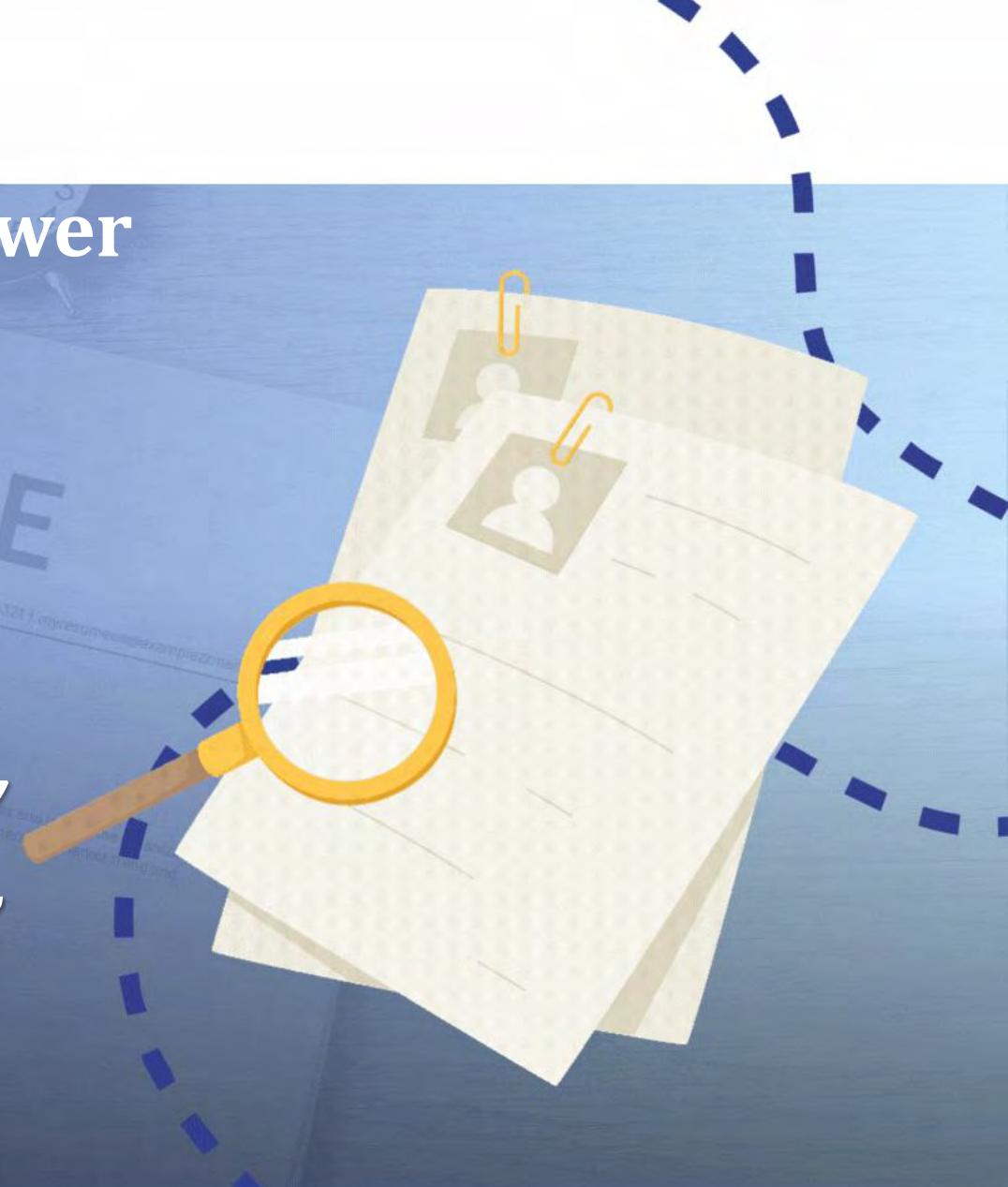
- **In hiring, this can look like:**
  - Preferring candidates who “fit the mold.”
  - Judging resumes differently based on perceived race, gender, age, background, or name.
  - Overlooking qualified candidates based on assumptions.
- Resumes from Black applicants can face **increased scrutiny or dismissal**, even when equally qualified.

*A Harvard study reported that “ethnic” names received 50% fewer callbacks.*

# Your Resume Is A Strategy: Speak With Purpose | Lead With Power

*“For Black and underrepresented job seekers, your resume has to speak even louder to overcome hidden biases.*

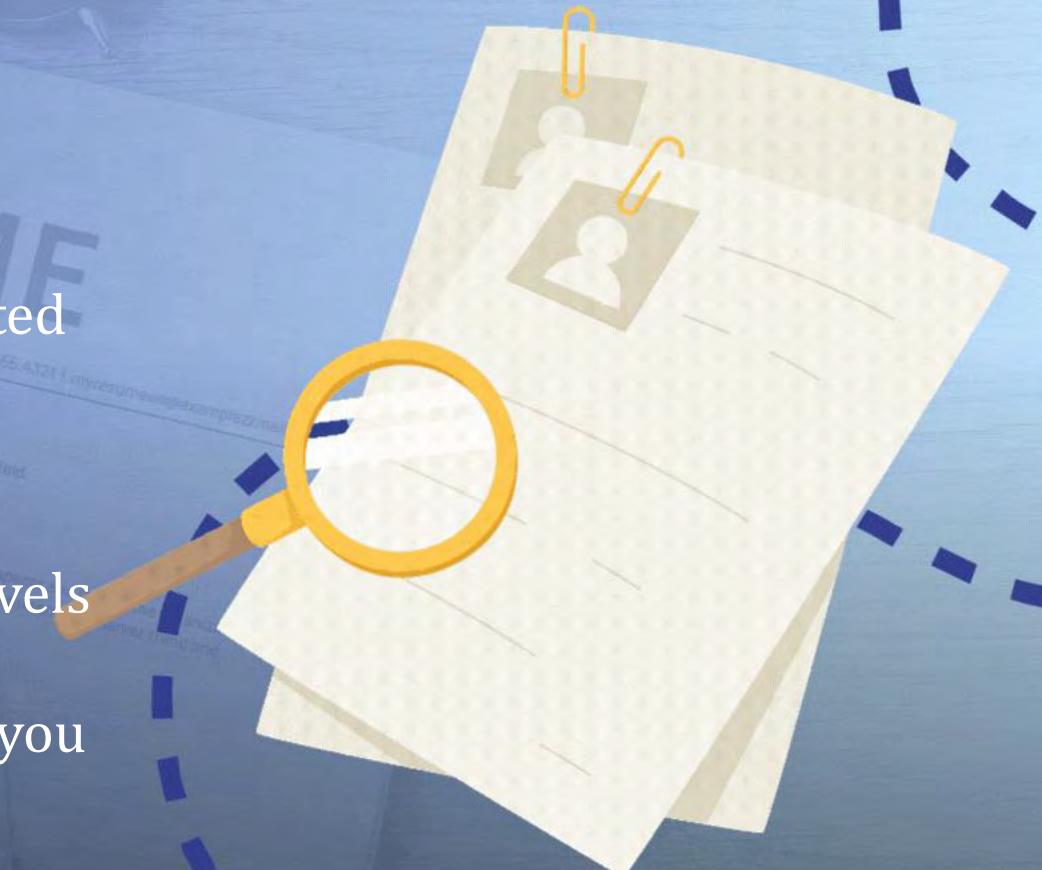
*A well-prepared, honest, and high-quality resume isn’t just a formality, it’s strategy, it’s protection, and it’s power.”*



# Your Resume Can Work For You

Good news...

- 1) A strong resume can help **overcome bias** and **blind spots** in hiring.
- 2) When prepared well, Black and underrepresented candidates can stand out and win.
- 3) Your resume can speak clearly, honestly, and powerfully, before you ever enter the room.
- 4) **Strategic storytelling** shows your value and levels the playing field.
- 5) A strong resume becomes your advocate when you are not present.



# Build A Resume That Works For You

## 1) **Header with Contact Information**

Name, professional email, phone number, zip code, LinkedIn (optional).

## 2) **Professional Summary or Objective**

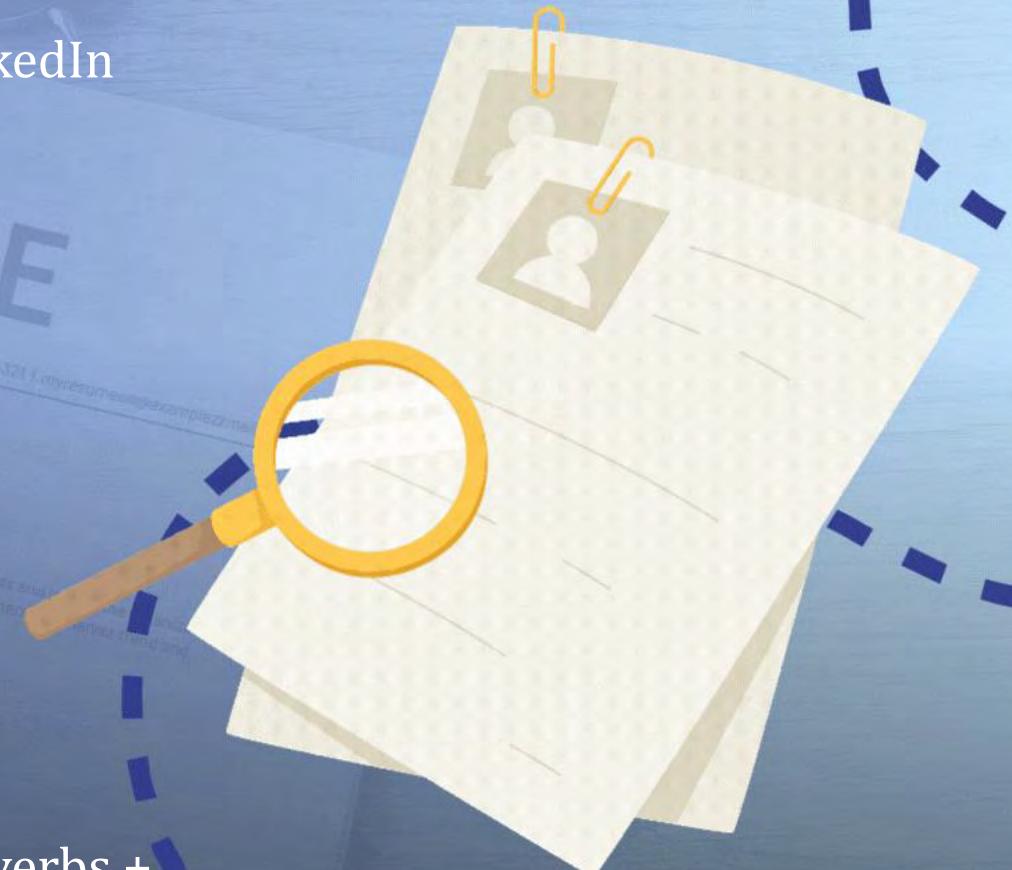
2-3 sentence overview tailored to the job.

## 3) **Skills Section**

Key technical and soft skills relevant to the job.

## 4) **Work Experience**

- Tell your true story.
- Job title, employer, dates.
- Bullet points with accomplishments (use action verbs + numbers).



# Build A Resume That Works For You

## 4) Education, Credentials, and Certifications

Schools, degrees, relevant coursework, licenses, etc.

## 5) Volunteer or Faith-Based Experience *(if applicable)*

## 6) Awards, Honors, or Additional Projects *(optional)*

Highlight achievements that demonstrate value or initiative.



# Quotes

*“Your resume is not just about getting a job. It is about elevating your voice, your experience, and your God-given potential.”*

*“Your resume should tell your story in a way that's organized, truthful, and tailored to your goals. The sections may vary slightly, but these are the essentials that help employers see the full picture of who you are.”*



# Use AI | ChatGPT To Improve Your Resume

## Step-by-Step Instructions

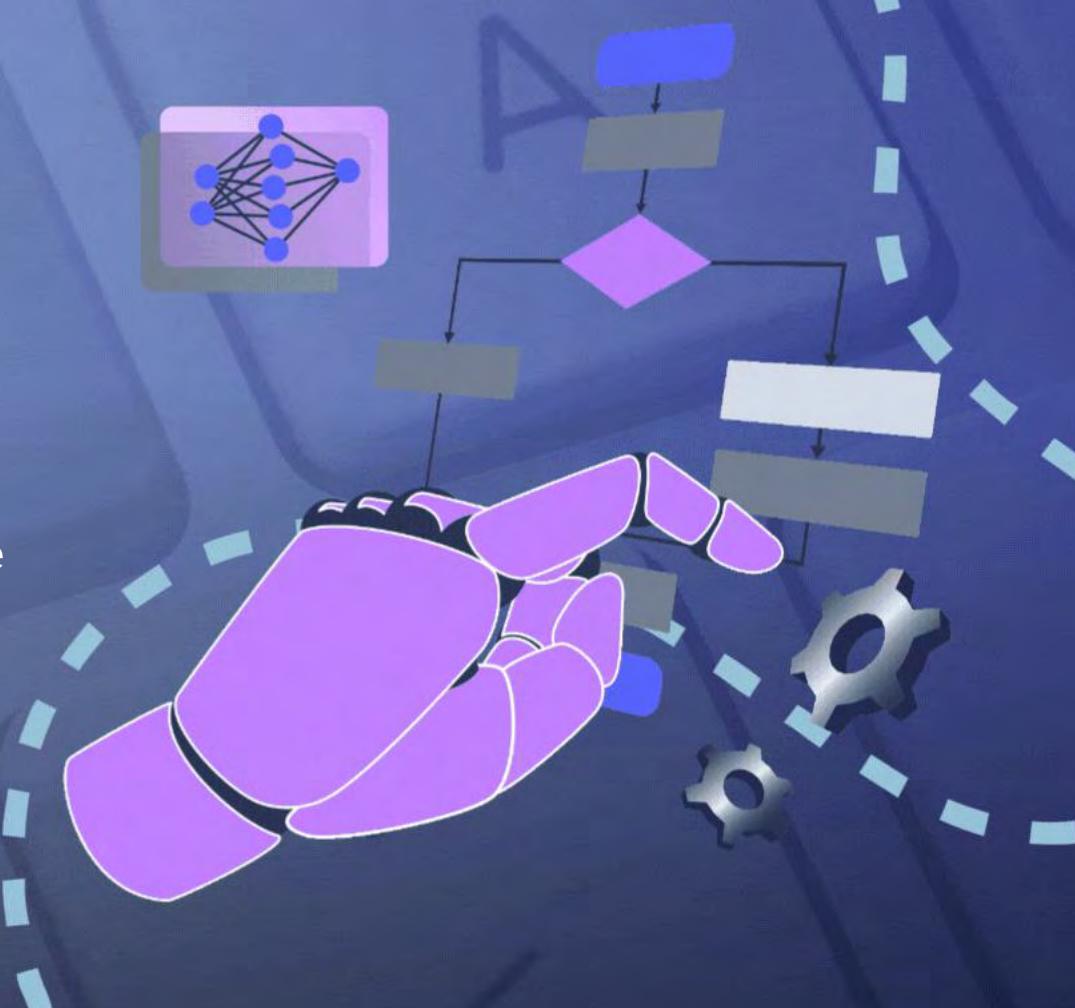
### Step 1: Sign in to ChatGPT.

- Visit [chat.openai.com](https://chat.openai.com).
- You can create a free account or log in.

### Step 2: Upload or Copy/Paste Your Current Resume.

- If you already have a resume (Word, PDF, or Google Doc), remove your name, then copy and paste the content into the chat.  
*(If you do not have a resume yet, skip to Step 3.)*

### Step 3: Use The Prompt to Get Help.



# Use AI To Improve Your Resume

**ChatGPT Resume Prompt (copy and paste this into the chat along with your resume):**

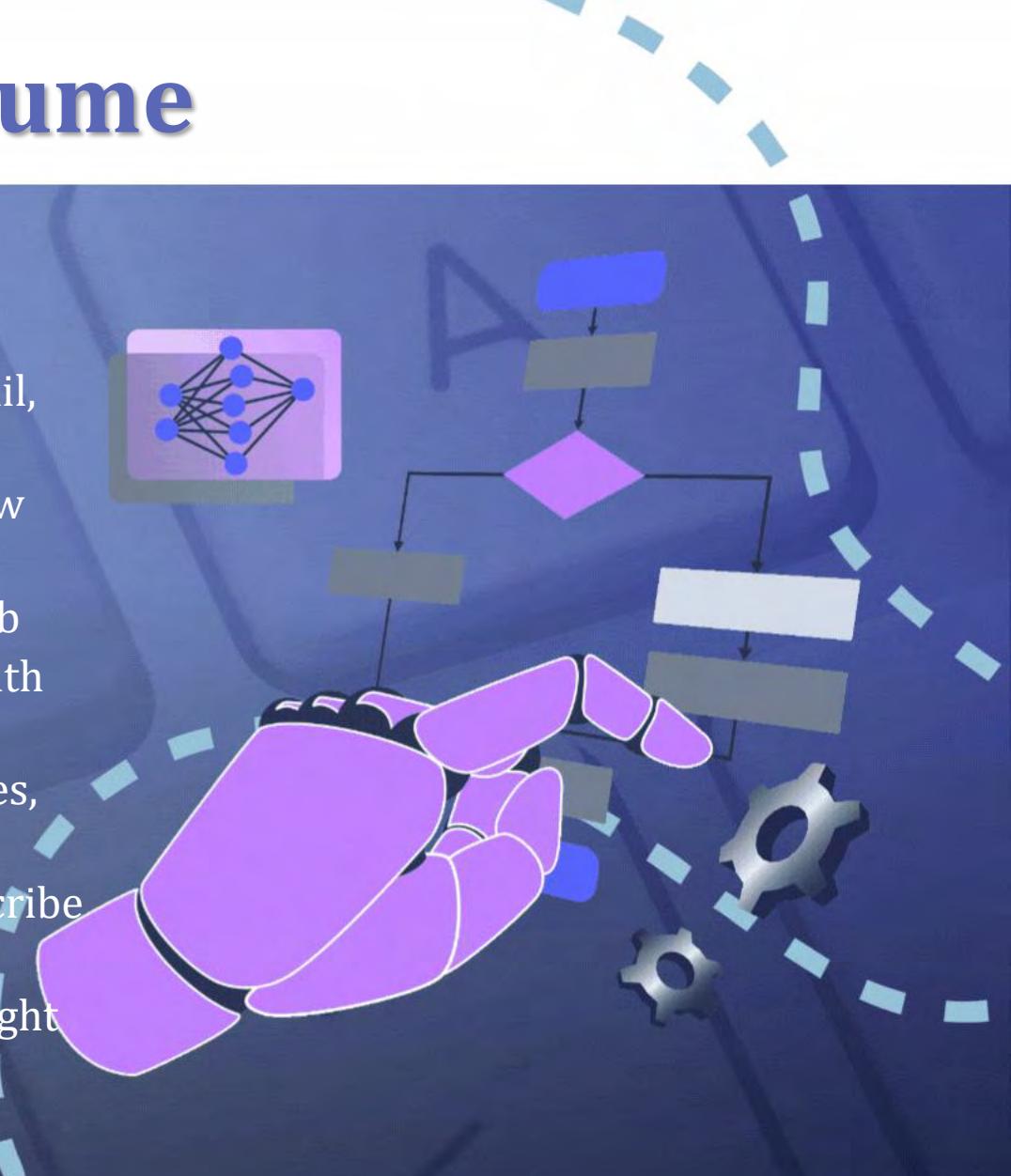
Hi ChatGPT. I am working on improving my resume. Please help me rewrite and organize my resume using the format below. Make it clear, professional, and customized for [insert your desired job title or industry here]. Use strong action verbs, bullet points, impactful storytelling, and measurable accomplishments wherever possible. Feel free to ask me questions if anything is missing or unclear.



# Use AI To Improve Your Resume

## Resume Format to Follow:

1. **Header with Contact Information** – Name, professional email, phone number, zip code, LinkedIn (optional)
2. **Professional Summary or Objective** – 2-3 sentence overview tailored to the job
3. **Skills Section** – Key technical and soft skills relevant to the job
4. **Work Experience** – Job title, employer, dates; bullet points with accomplishments (use action verbs + numbers)
5. **Education, Credentials, and Certifications** – Schools, degrees, relevant coursework, licenses, etc.
6. **Volunteer or Faith-Based Experience (if applicable)** – Describe roles that show leadership, consistency, or mission alignment
7. **Awards, Honors, or Additional Projects (optional)** – Highlight achievements that demonstrate value or initiative



# Use Grammarly To Improve Your Resume

Free writing tool that checks for grammar, clarity, and tone:

- Helps catch spelling mistakes and awkward phrasing.
- Suggests stronger, more professional word choices.
- Works in Word, Google Docs, or directly in your browser.
- Sign up at [www.grammarly.com](http://www.grammarly.com).



# Use “Read Aloud” To Improve Your Resume

## Built-in feature in Microsoft Word

- Helps you **hear how your resume sounds.**
- Great for catching awkward phrases or missing words.
- Go to: **Review tab → Read Aloud.**
- Listen for tone, clarity, correct wording, and flow.

# Quote

*“You may not always be invited into the room. But your resume can get there first. Make sure it speaks for you in a way that honors your education, expertise, experience, excellence, and faith.”*

– Deborah Stallings



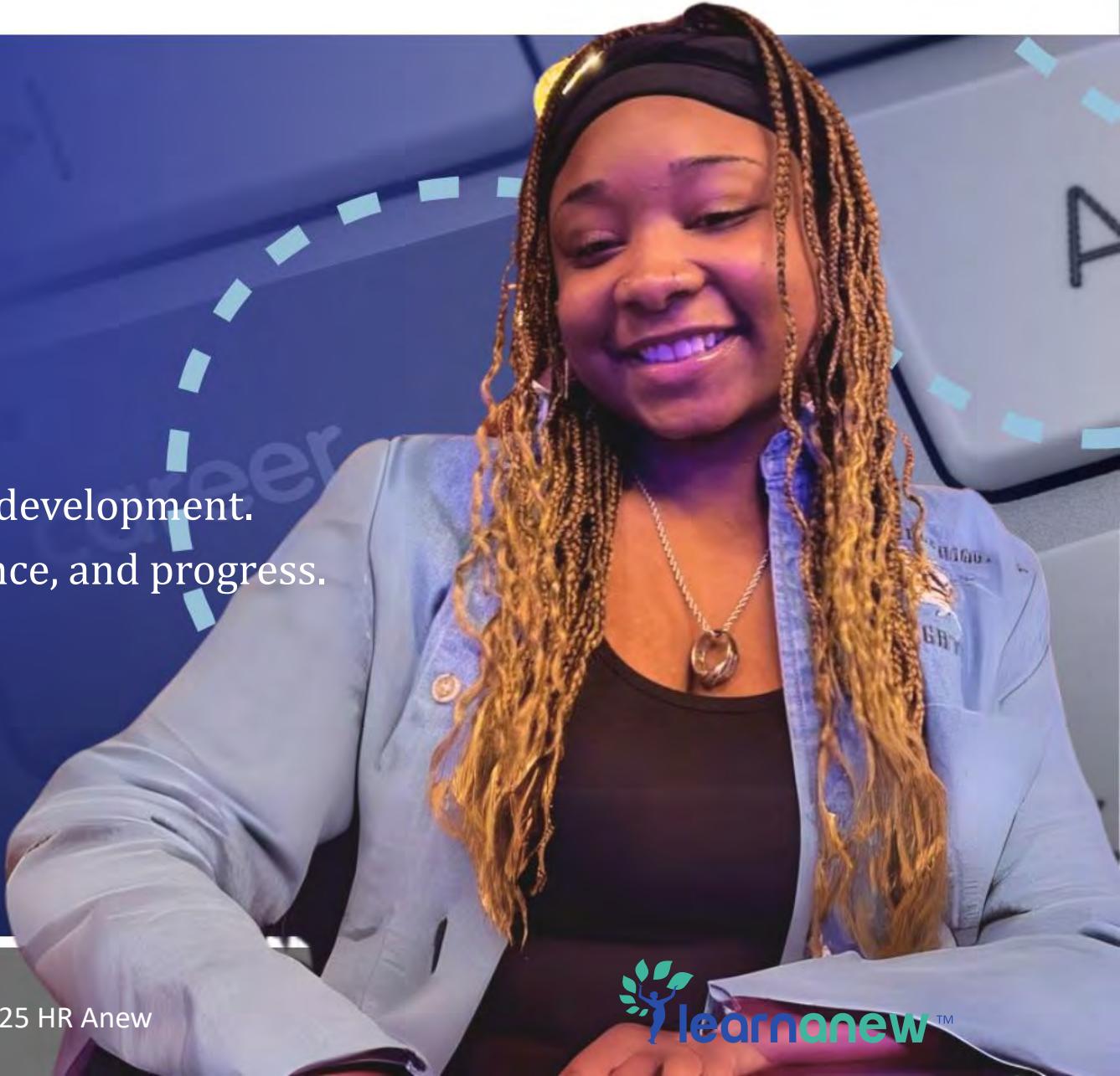
# A Mentee's Perspective

Featuring:

**Ms. Brejae Cain,**

Young Adult Professional

- Real-world insights on mentoring and resume development.
- How mentorship helped bring clarity, confidence, and progress.
- Lessons learned.
- Encouragement for peers and others.



# Interview Preparation:

## Make the Most of the Moment

- Research the employer's reputation, vision, mission, values, and culture.
- Understand the job role and responsibilities.
- Prepare your interview questions.
- If virtual, camera on.
- Dress for success.
- Ask thoughtful questions to evaluate the employer.
- Practice confidence, clarity, and connection.
- Send a Thank You note.

# Common Pitfalls and Practical Career Advice

## Common pitfalls:

Unclear goals, lack of preparation, poor follow-through.

- **Practical strategies for staying focused:**
  - Clear career goals, vision boards, journals, prayer, mentors, and learning.
- **Faith-based perspective: purpose, patience, persistence.**

*"Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will."* - Romans 12:2

# Your Vision

*“And the Lord answered me, and said, Write the vision, and make it plain upon tables, that he may run that readeth it.”*

- Habakkuk 2:2

## Vision:

- A **vision** is a clear and compelling picture of what you hope, believe, or feel called to become, create, or experience in the future.
- It reflects your **God-given purpose, dreams, and direction**—personally, professionally, and spiritually.

# Your Career Vision Board

- **Receive a Vision Board** – A few participants will take one home today.
- **Reflect on Your Vision** – Career, business, ministry, calling, purpose.
- **Dream on Your Vision Board** – Add words, pictures, or symbols that represent your goals.
- **Dream on a Post-It** – Write your career vision on a Post-it note and place it on the shared board here at the Conference.
- **Prayer Time** – We will pray over the boards and all written visions for clarity, direction, and bold steps.
- **Take Photos** – Pray over your vision and those of others throughout the days ahead.



# Closing and Recap

- 1) **Clarify Purpose:** Identify your unique strengths, lived experiences, and faith-driven goals, and express them through a compelling resume and career narrative.
- 2) **Ignite Passion:** Recognize how your values, interests, and spiritual calling can shape career direction and professional fulfillment.
- 3) **Apply Practical Tools:** Use proven strategies for resume building, interview preparation, and creating a personalized career vision anchored in faith.
- 4) **Leverage Mentorship:** Recognize the value of guidance and community support by applying lessons learned from mentoring relationships to move forward with clarity and confidence.

# Call To Action

## Scripture:

*“Commit to the Lord whatever you do, and he will establish your plans.”*

- Proverbs 16:3 (NIV)



**QR Code:** Free Things: PPT PDF | Resume Writing Tips | Sample Resume | AI Prompt | Sample Interview Questions

**Action:** What are your next steps?

**Questions:** What Questions do you have?



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## Connect with Deborah & HR Anew

THANK YOU FOR YOUR PARTICIPATION

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# THANK YOU

