

Humanities

What Can I Do With This Major?



RELATED CAREER TITLES *Search for potential careers/jobs with these position titles.*

Performer	Project Specialist	Researcher	Research Associate/Assistant	Family Assessor
Volunteer Services Manager	Human Resource Specialist	Community Organizer	Administrative Associate	Community Outreach Advocate
Writer	Student Recruiter	Grant Assistant	Health Educator	Policy Analyst
Academic Advisor	Field Organizer	Content Editor	Community Supervision Officer	Development Specialist
Legal Assistant	Reporter	Journalist	Communications Associate	Event Coordinator
Employment Services Specialist	Administrative Specialist	FBI/CIA Agent	Travel Agent/Tour Guide	Museum Worker/Curator

EXPLORE CAREER SPECIFIC WEBSITES

journalismjobs.com | <https://networks.h-net.org/>

PROFESSIONAL ORGANIZATIONS

Affiliate yourself with groups to network and learn about the field! (Also see GatorSync)

- ✓ Pi Gamma Mu -- International Social Sciences Honor Society
- ✓ Pre-Law Association (UHD group)
- ✓ Webb Historical Society (UHD group)
- ✓ Psychology Club (UHD group)

GRADUATE SCHOOL CONSIDERATIONS *Programs not offered at UHD

Master of Art in Rhetoric and Composition | Master of Business Administration | Master of Art in Non-profit Management
 Master of Art in Teaching | Master of Science in Criminal Justice | Mater of Science in Human Resource Development
 Master of Art in Communication* | Master of World Cultures & Literature* | Master of Fine Art in Creative Writing*

COMMUNITY PARTNERSHIPS

Research local organizations offering internships/field experiences to students pursuing a Humanities degree.

ACLU of Texas	Mercer Arboretum & Botanic Gardens	Houston Press	Big Brothers Big Sisters
Bering Omega	The Dēmos Center for the Public Sector	M.D. Anderson	Covenant House
Allied-THA	St. Luke’s Episcopal Health System	Spacetaker	City of Houston
COX Radio	Dialogue Institute of the Southwest	Univision Radio	Planned Parenthood
ESPN 97.5	Dept of Health & Human Services	JMG Magazine	Houston Public Library
KPRC TV2	On the Mark Communications	The Point Group	Interfaith Ministries
HAWC	Federal Public Defenders Offices	Osha Liang, LLP	U.S. District Courts
Stone Bond Tech	City of Pearland	Mercer Society	Houston Zoo

What is Bachelor of Art in Humanities?

The Bachelor of Art in Humanities specializes in writing-intensive classes that stress critical thinking. The Humanities Department celebrates all types of intellectual achievement in the visual and performing arts, in literature, in Western and World cultures, and in science and technology. Graduates complete a concentration area:

- Religious Studies
- Critical Race Studies
- Latino Studies
- Cultural Studies

Interested in discussing your career path possibilities? Visit UHD Main Career Development Center, S-402 or call 713.221.8980

Humana Gator

Phone: (832) 555-5555 | Email: PetersC@gmail.com

EDUCATION

Bachelor of Arts in Humanities

University of Houston-Downtown

May 2016

Related Courses: Business & Technical Report Writing, Advertising, Studies in English Grammar

EMPLOYMENT EXPERIENCE

Contract Recruiting Coordinator

Maersk Oil Houston, Inc. – Houston, TX

2011 – 2012

- Provided support with recruiting processes; including managing job postings, applicant tracking system, resume screening, interview scheduling and correspondence with candidates, external hiring managers.
- Responsible for scheduling interviews, coordinating associated travel arrangements, logistics and follow-up meetings, skills and personality assessments.
- Maintained information within applicant tracking system job requisitions, internal and external
- Assisted HR team with administrative support; including creating various reports, preparing new hire packets and handling ad-hoc inquiries from employees.

Admin. Assistant, Investor Relations

Rowan Companies, Inc. – Houston, TX

2007 – 2009

- Provided administrative support to the Director and Vice President of Investor Relations; including preparing and handling confidential correspondence, reports, PowerPoint presentations and agendas.
- Managed the coordination of internal and external meetings, events and conferences; including registration, set-up, presentation materials, catering, room reservations, agendas and webcast links.
- Arranged complex domestic and international travel reservations for department, CEO, CFO and other senior executives attending departmental events.
- Monitored communications regarding the company and industry to create and distribute bi-weekly newsletter for management and executives.
- Efficiently performed and gathered research with minimal guidance to produce and update reports distributed to senior management.

Onsite Travel Assistant (Carlson Wagonlit Travel)

2006 – 2007

- Created and maintained a quarterly travel newsletter that was distributed to all global Rowan locations.
- Effectively selected vendors with cost-effective rates and within compliance of company travel policy.
- Developed relationships with key air, hotel and car rental representatives to stay informed of current industry issues, trends, and rates.

Human Resources Records Assistant

2005 – 2006

- Responsible for creating and maintaining personnel document and electronic files in accordance with government and company guidelines.
- Updated personnel demographic, payroll and benefit information into company database.
- Processed employment history and salary verifications in accordance with company policy.
- Assisted other departments as needed with preparing correspondence, filing and phone support.

Front Office Assistant

Houstonian Medical Associates – Houston, TX

2003 – 2005

- Multitasked to provide administrative support and customer service in a busy medical office.
- Gathered confidential demographic and insurance information to create patient records in accordance with government and office guidelines.
- Assisted patients with medical concerns, records, health insurance coverage, balances and office policies.

SKILLS

Computer: Microsoft Office including Outlook, Word, Power Point, Excel, Access; SAP; Sabre GDS; Investor Relations applications, including Thomson ONE IR and Ipreo's BD Corporate.

Languages: Proficient in Spanish (spoken).