

My Future!

One day I will work in ...

Business & Financial Services



Financial Manager



Research Analyst



Compliance Officer



Management Analyst



Sales Manager



Training Specialist

Learning about careers in the
business & financial services industry

A note for parents and teachers ...

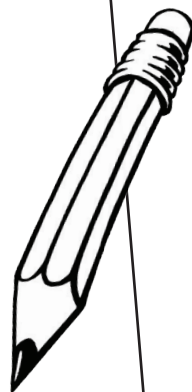
As adults, we know that a good job is essential to providing for our families. So, it's never too early for youth to start imagining their future.

With a constant increase in demand for business & financial services, this industry provides many career opportunities. These include skilled financial analysts, compliance officers, training specialists, and a variety of managers. All of these are rewarding and well-paying careers.

Southern Nevada's Industry Sector Partnership for Transportation & Logistics Technologies collaborated on this activity book to highlight a few of the occupations that will be in-demand in Nevada over the next decade. With your permission, youth can learn more about these and other good careers at:

www.NVMyFuture.org

Workforce Connections is committed to community partnerships that help youth achieve the academic and vocational skills necessary to successfully enter the workforce and confidently compete in the global economy.





Business & Financial Services Word Search

There are many career opportunities in Business & Financial Services. Below is an occupation list. Search the matrix, find and circle the 20 occupations.

Do you think you can find all of them? Good luck!

	Occupation List
F P U R C H A S I N G M A N A G E R I P	Software Developer
C C R E S E A R C H M A N A G E R M B M	Financial Analyst
O O I N F O R M A T I O N A N A L Y S T	Information Analyst
M S C G R A P H I C D E S I G N E R S Q	Architect
P T D W T P A F U A I S E T D H S K O H	Compliance Specialist
L E G M R M G I Q U E W L M K T A A F K	Mechanical Engineer
I S A A A E E N U D E E E Z V E L V T T	Lawyers
A T D R I C A A N I Y B C N U N E O W O	Marketing Specialist
N I Y K N H R N M T L D T O U B S J A J	Marketing Manager
C M H E I A C C K O A E R R V I S Q R D	Web Developer
E A V T N N H I N R W V I K W T P B E J	Sales Specialist
S T L I G I I A U E Y E C D V A E H D W	Purchasing Manager
P O Y N M C T L U X E L A T T R C Y E E	Training Manager
E R N G A A E A J E R O L D Z V I T V Y	Recruitment Manager
C I L M N L C N V Y S P E R P A A O E L	Cost Estimator
I E Q A A E T A M I U E N B D B L K L L	Graphic Designer
A E B N G N A L G Z D R G Y L N I A O P	Auditor
L J I A E G K Y I K V E I H P Z S M P P	Payroll Specialist
I J V G R I O S N Y C H N X N I T Z E D	Research Manager
S J F E U N H T S D H S E S P Z N U R I	Electrical Engineer
T M A R K E T I N G S P E C I A L I S T	
P M L J C E K X N A S P R K W U I N O O	
T O M W H R G Z C A G D O F O F B T F B	
S V P A Y R O L L S P E C I A L I S T U	
W M R E C R U I T M E N T M A N A G E R	

One day I will be a ...

Financial Manager

- * Examines financial records using computers and calculators
- * Enjoys math and being organized



Practice being a Financial Manager by using math

$$\$50 + \$225 = \$ \underline{\hspace{2cm}}$$

$$\$800 - \$75 = \$ \underline{\hspace{2cm}}$$

$$\$2,345 \times 7 = \$ \underline{\hspace{2cm}}$$

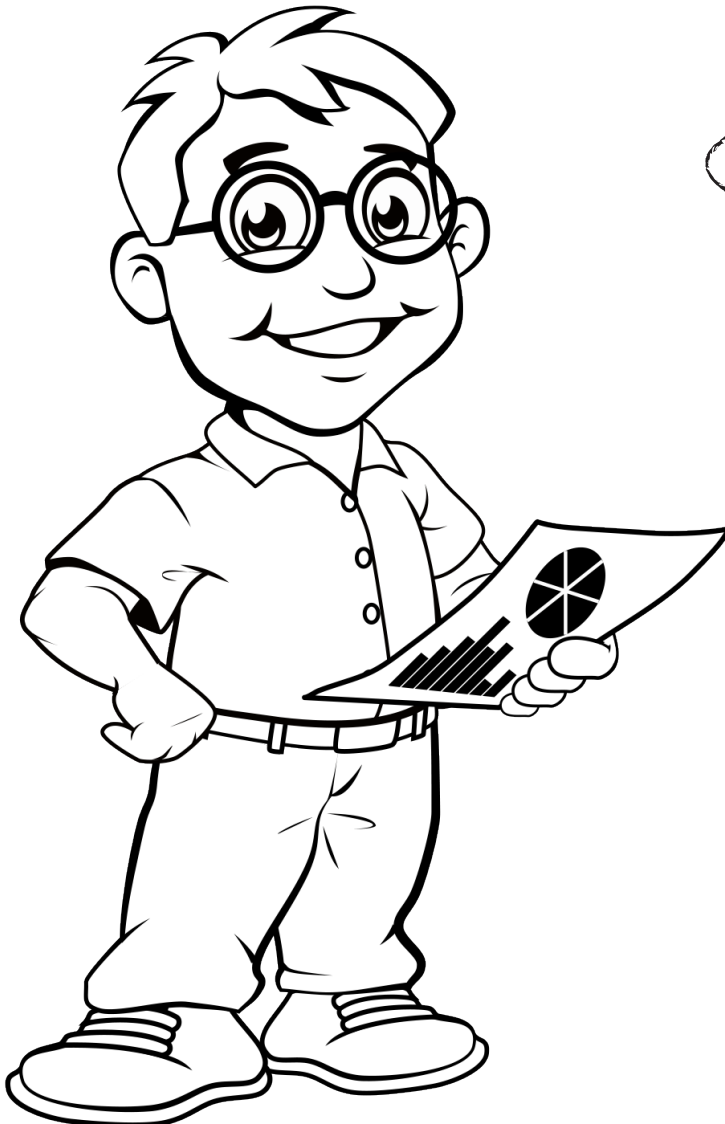
$$\$100 \times 100 = \$ \underline{\hspace{2cm}}$$

$$\$121 \div 11 = \$ \underline{\hspace{2cm}}$$

One day I will be a ...

Research Analyst

- * Researches, analyzes, and interprets data
- * Requires good analytical and logical skills



Circle the things a Research Analyst might use at work

Excel

Shovel

Graphs

Football

Forecasts

Amusement park

Reports

Frying pan

One day I will be a ...

Compliance Officer

- * Oversees an organization's compliance with laws and regulations
- * Requires critical thinking and problem-solving skills

Circle the things a Compliance Officer might be in charge of

Reviewing policies

Baking cookies

Creating action plans

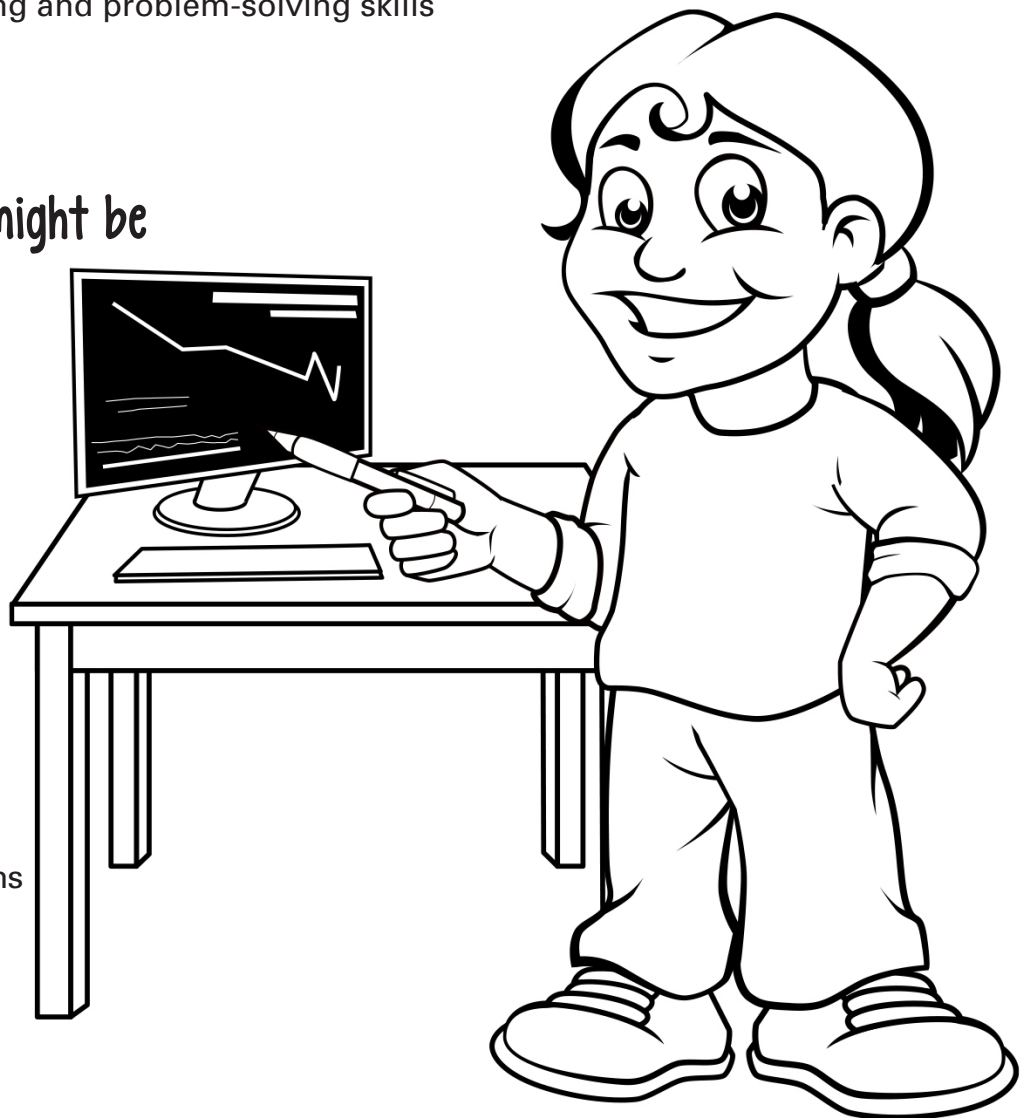
Planting flowers

Managing compliance

Fixing flat tires

Reviewing law and regulations

Reviewing cooking recipes



One day I will be a ...

Management Analyst

- * Analyzes processes and makes recommendations to increase efficiency
- * Enjoys problem solving and identifying creative solutions for problems

Circle the skills a Management Analyst should display

Good communication

Cooking

Critical thinking

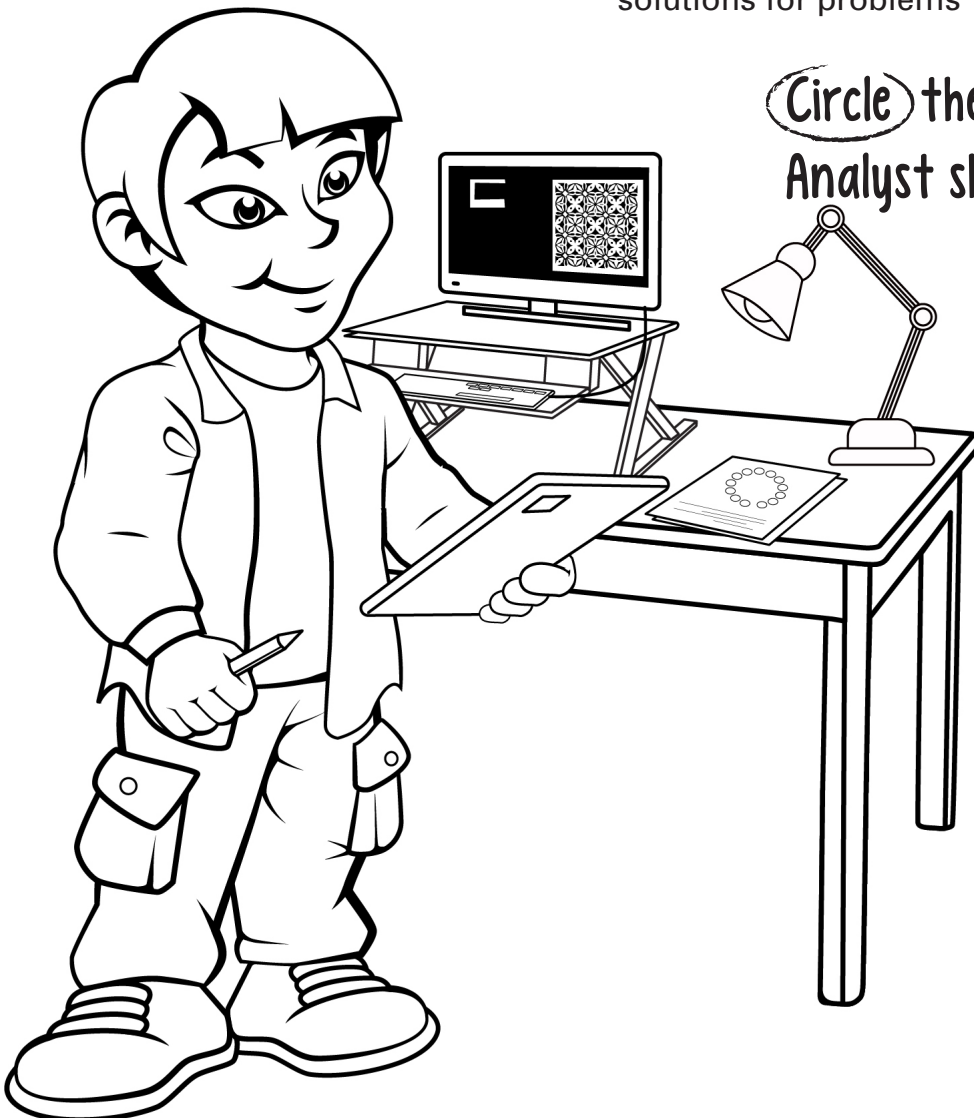
Gardening

Time management

Singing

Analytical

Ironing



One day I will be a ...

Sales Manager

- * Oversees and directs a sales team to achieve goals
- * Requires excellent leadership and communication skills

Check the places a Sales Manager might work

- Hotel
- School playground
- Retail store
- Football field
- Automobile dealership
- Basketball court
- Real estate office
- Tennis court



One day I will be a ...

Training Specialist

- * Develops, implements, and oversees training programs for organizations
- * Requires excellent verbal and written skills



Practice being a Training Specialist by using math

15 hours + 32 hours = _____ hours

700 books - 345 books = _____ books

12 pages x 5 = _____ pages

8 weeks x 9 = _____ weeks

12 laptops x 12 = _____ laptops

My Future!

Draw a line from the worker to the proper job duty



Financial
Manager

1

A

Oversees an organization's compliance with laws and regulations

B

Researches, analyzes, and interprets data

C

Analyzes processes and makes recommendations to increase efficiency

D

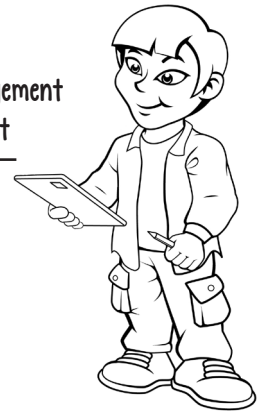
Develops, implements, and oversees training programs for organizations

E

Examines financial records using computers and calculators

F

Oversees and directs a sales team to achieve goals



Management
Analyst

4



Research
Analyst

2



Sales
Manager

5



Compliance
Officer

3



Training
Specialist

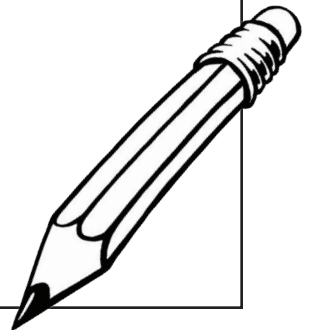
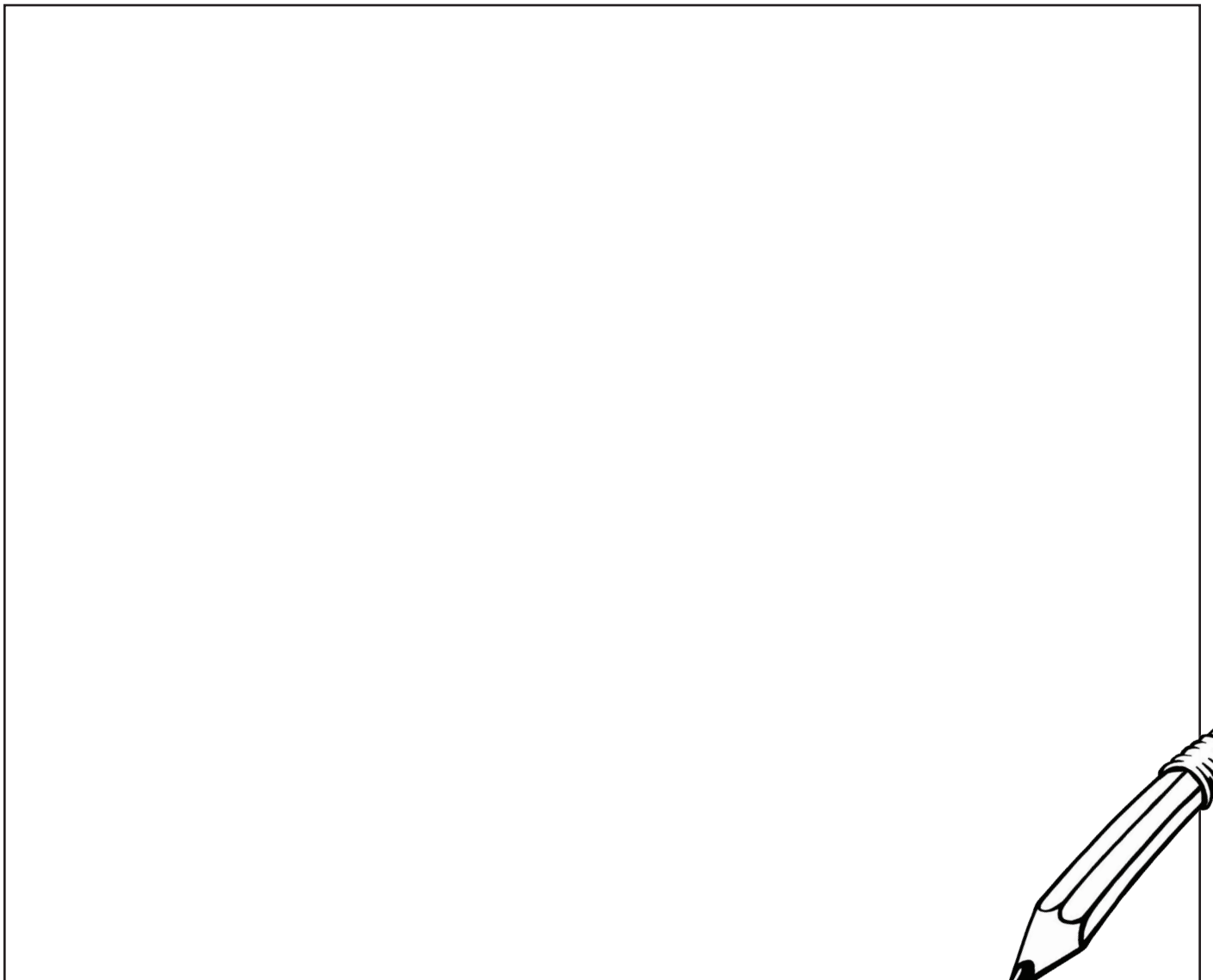
6



My Future!

Choose an occupation you like and write the name here

Draw yourself doing that job





Learn more at:

www.NVMyFuture.org

workforce **CONNECTIONS**

Connecting Employers to a Ready Workforce