



**A Workbook for Executing Personal Goals
Tool for Career Portfolio Development**

Compiler's Note

This Career Portfolio Development Guide is a workbook produced and a published work of *The Ladies Club* (TLC). This newly developed guide covers some ground relating to business and education. In addition, it features convenient references to our LibGuide.

The purpose of this “How To” publication is to recognize and highlight the research and career resources made available to participants quickly and efficiently and to eliminate our participants from having to research and locate general information themselves.

In creating a TLC LibGuide, this content management features book recommendations, business articles, electronic formats and tutorial videos. This guide will be a valuable resource for not only the user community, but for other educational initiatives.

The focus of this workbook is to provide resources, information and knowledge that will help women with their goals and push them to action in various areas of their lives.

Membership in The Ladies Club represents a user community for women to collaborate with each other in creating a common goal of achieving professional objectives through ongoing activities, regular virtual events and networking throughout the year.

On the whole, this organization is intended to help women stay inspired, educated and informed while providing building resources that will bring them closer to the path of good success.

If you are satisfied with all of the information in this e-book and other website content, **please consider signing up here to become a part of our exclusive community for only \$39.00** and start receiving a yearly subscription of our quarterly publication.

How to Start a Business

Focusing on the type of business is first and foremost, the determining factor is based upon forming exactly what you envisioned how your company would look like. The entrepreneur's purpose in this endeavor is to choose the best viable strategy. Here's how the infographic design shows the steps:

LLC LIMITED LIABILITY COMPANY

The plethora of questions regarding LLC varies, but one true fact remains:

A Limited Liability Corporation specifically states that owners are not responsible and free from legal accountability

INCORPORATED

What does it mean to get incorporated? An "incorporator" is considered one or more natural persons that must be over the age of 18

SOLE PROPRIETOR

A notable fact:

Sole proprietorship often files for a DBA as the convenience of using a real business name is an option

COMPANY - Doing Business As

Why do businesses gravitate towards DBA? The ease of an DBA registration allows the company to use a fictitious, trade or assumed name. To open a business bank account, most states require DBA

GETTING A TAX ID NUMBER/EIN NO.

When starting a new company or business, every state requires that you issue a tax payer identification. If you go to the Federal Internal Revenue Service website - click on hyperlink to begin your journey. To open a business bank account, most states require a TAX ID Number

CHOOSING COMPANY CHECKLIST

Nolo's website provides in-depth coverage of legal information on a variety of legal topics, self-help and legal research to access state and federal statutes and so much more - refer to Nolo's link below

SOURCES

- <https://www.delawareinc.com> - Harvard Business Services, Inc.
- <https://www.irs.gov/corporation>
- <https://www.legalzoom.com> - Form your business
- <https://www.nolo.com/legal-encyclopedia/business-lles-corporation> - Legal Information



How to Publish Fictitious Name in Newspaper:

Another relevant question pertaining to businesses relates to publishing fictitious business name in newspapers:

To publish:

1. Contact any of the listed legally adjudicated **newspaper** companies and choose to **publish** with ONE of them.
2. Inform them you just filed a **Fictitious Business Name Statement** and must satisfy the **publication** requirement.
3. Provide them with a copy of the FBN filing.

[More items...](#)

[Publication Requirements | Office of the County Clerk](#)

<https://sfgov.org/countyclerk/publication-requirements>

Samples of Publication Listings of a Fictitious Name Filing or DBA (doing business as)

The Voice News • www.voicenewsnebraska.com

Public Notices

SEC. OF STATE

NOTICE OF ORGANIZATION OF SCOW & SCOW ENTERPRISES #1, LLC

Notice is hereby given that Scow & Scow Enterprises #1, LLC (the "Company") has been organized under the laws of the State of Nebraska. The designated office of the Company is 621 Mountain View Avenue, Scottsbluff, NE 69361. The registered agent of the Company is Michael Scow, 621 Mountain View Avenue, Scottsbluff, NE 69361. The general nature of the business will be to engage in the transaction of any or all lawful business, for which a limited liability company may be organized under the laws of the State of Nebraska. The LLC was filed with the State of Nebraska December 2, 2020. Organizer Name: Michael Scow.

Dec. 23, 30, & Jan. 6 - 22 Ins

NOTICE OF ORGANIZATION OF SCOW & SCOW ENTERPRISES #2, LLC

Notice is hereby given that Scow & Scow Enterprises #2, LLC (the "Company") has been organized under the laws of the State of Nebraska. The designated office of the Company is 621 Mountain View Avenue, Scottsbluff, NE 69361. The registered agent of the Company is Michael Scow, 621 Mountain View Avenue, Scottsbluff, NE 69361. The general nature of the business will be to engage in the transaction of any or all lawful business, for which a limited liability company may be organized under the laws of the State of Nebraska. The LLC was filed with the State of Nebraska December 3, 2020. Organizer Name: Michael Scow.

Dec. 23, 30, & Jan. 6 - 22 Ins

NOTICE OF ORGANIZATION OF SCOW & SCOW ENTERPRISES #4, LLC

Notice is hereby given that Scow & Scow Enterprises #4, LLC (the "Company") has been organized under the laws of the State of Nebraska. The designated office of the Company is 621 Mountain View Avenue, Scottsbluff, NE 69361. The registered agent of the Company is Michael Scow, 621 Mountain View Avenue, Scottsbluff, NE 69361. The general nature of the business will be to engage in the transaction of any or all lawful business, for which a limited liability company may be organized under the laws of the State of Nebraska. The LLC was filed with the State of Nebraska December 10, 2020. Organizer Name: Michael Scow.

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NOTICE OF ORGANIZATION OF SCOW & SCOW ENTERPRISES #5, LLC

Notice is hereby given that Scow & Scow Enterprises #5, LLC (the "Company") has been organized under the laws of the State of Nebraska. The designated office of the Company is 621 Mountain View Avenue, Scottsbluff, NE 69361. The registered agent of the Company is Michael Scow, 621 Mountain View Avenue, Scottsbluff, NE 69361. The general nature of the business will be to engage in the transaction of any or all lawful business, for which a limited liability company may be organized under the laws of the State of Nebraska. The LLC was filed with the State of Nebraska December 10, 2020. Organizer Name: Michael Scow.

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Fictitious Name

By Jerrica Schwartz

NOTICE is hereby given that the undersigned, Laura Jean Gonzalez, of 1605 13th street, Saint Cloud, FL 34769, County of Osceola, pursuant to the requirements of the Florida Department of State, Division of Corporations, is hereby advertising the following fictitious name:

Tanglez Hair Salon

It is the intent of the undersigned to register "Tanglez Hair Salon" with the Florida Department of State, Division of Corporations. Dated:09/06/16

USPTO UNITED STATES PATENT AND TRADEMARK OFFICE

Basics On Patents

<http://www.uspto.gov/patents-getting-started/general-information-concerning-patents>

<http://www.uspto.gov/learning-and-resources/ip-policy/copyright/copyright-policy>

Frequently Asked Questions/Legal Services

<http://www.uspto.gov/learning-and-resources/trademark-faqs>

<http://www.uspto.gov/patents-getting-started/using-legal-services>

Patent Applications/ Fees/Searches

<http://www.uspto.gov/patents-getting-started/patent-basics/types-patent-applicationsproceedings>

<http://www.uspto.gov/learning-and-resources/fees-and-payment>

<http://www.uspto.gov/patents-application-process/search-patents>

USPTO UNITED STATES PATENT AND TRADEMARK OFFICE

Trademark Basics

<http://www.uspto.gov/trademarks-getting-started/trademark-basics>

Trademark Filings

<http://www.uspto.gov/trademarks-application-process/filing-online>

Trademark Registration/ Database/searches

<http://www.uspto.gov/trademarks-maintaining-trademark-registration/keeping-your-registration-alive>

<http://www.uspto.gov/trademarks-application-process/search-trademark-database>

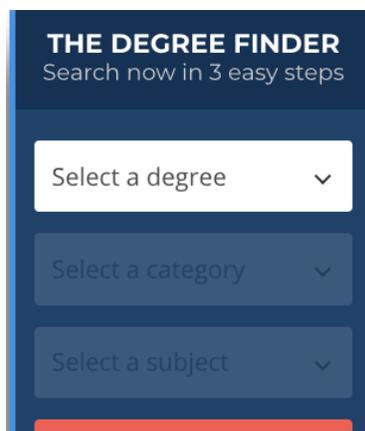
<http://www.uspto.gov/trademarks-application-process/search-trademark-database>

The aforementioned information contains a wealth of content about patents and trademarks. Also, please do not forget to visit the **TLC Libguide**.

College Readmission

The decision to go back to college is not easy. Pondering whether or not to attend may seem scary. The good news is that you have the advantage if you decide go through the orientation process and graduate to satisfy the requirements in and out of school. Statistically speaking, employers pay at a higher rate with a college degree. Here are some links that focus on adult learning education.

The following links provide a diverse group of colleges based on their degree finder:

A screenshot of a web interface titled "THE DEGREE FINDER" with the subtitle "Search now in 3 easy steps". The interface features three stacked dropdown menus. The first menu is white with the text "Select a degree" and a downward arrow. The second and third menus are dark blue with the text "Select a category" and "Select a subject" respectively, each with a downward arrow. A red bar is visible at the bottom of the interface.

U.S. Colleges:

<https://collegestats.org/colleges/all/>

Undergraduate Studies:

www.esc.edu

Graduate Studies:

<https://href.li/?https://www.esc.edu/graduate-studies/>

<http://www.esc.edu/academic-affairs/catalogs-guides/>

Scholarships:

<http://www.collegescholarships.org/financial-aid/>

www.scholarshipamerica.org

www.scholarships.com

Websites:

www.supercollege.com

www.petersons.com

www.collegeboard.com

<https://studentaid.ed.gov/sa/fafsa>

www.collegenet.com

www.campusexplorer.com

www.hsf.net

www.bestcolleges.com

www.onlineschoolsearch.com

www.onlineschools.org

www.worldwidelearn.com

www.usnews.com

www.accreditedschoolsonline.org

www.schools.com

www.onlinecollege.org

www.onlinecourses.com

www.academicearth.com

www.accreditedonlinecolleges.org

Roadmap to Planning

These questions are designed to guide you closer to the path you choose. Whether your interests are professional or academic, it is up to you to maximize all of the resources available in this workbook to obtain optimal results.

Where do you see yourself within the next five years?

Do your goals include pursuing a degree?

Are you interested in a career change?

Does your interest and career opportunities include: an Undergrad (Bachelors), Graduate (Master Degree) or certification?

What is your ideal job?

Are your activities based on what you like to do or based on what you have to do?

Why are you interested in creating a career path?

Do you believe that you can love what you do and enjoy doing it?

According to your responses, please refer to the entire **TLC LibGuide** to reference areas of information that may apply to your specific area of interest.

We wish you the best in your future planning and goal-setting process!