

Women's Business Network

2007 Annual Retreat

RENEW YOURSELF

CREATING A BIO

presented by

Nadine Banks

Student Representative

Chatham College Center for Women's Entrepreneurship

January 26-28, 2007

Laurelville Mennonite Retreat Center

Mt. Pleasant, Pennsylvania

At our center, we are dedicated to the vision of economic empowerment and personal growth for women. The tradition continues. It is our duty and willingly accepted. It is our mission.

Chatham College Center for Women's Entrepreneurship
Chatham College
Braun Hall
Woodland Road
Pittsburgh, PA 15232

nbanks@chatham.edu
womens-entrepreneurship@chatham.edu
www.chatham.edu/ccwe

Creating A Bio

Learning Objective

- What is a biography (bio)?
- What is the purpose of a biography?
- Different types of biographies
 - **Short** - basic facts
 - **Long** - basic info with details/tells your story
- What would you most like the reader to know about you?
 - Key component - **Honest information**
- Cite relevant experience (i.e., leadership, organizations, awards)
- Use action words
- Include a hook - something unique to be remembered by
- Write in third person
- Your headshot
- The don'ts in writing your bio
 - Future endeavors

WHO ARE YOU?

- **Identity**

“the distinguishing character or personality of an individual”

- **Personal Identity:**

Uniqueness (public and private)

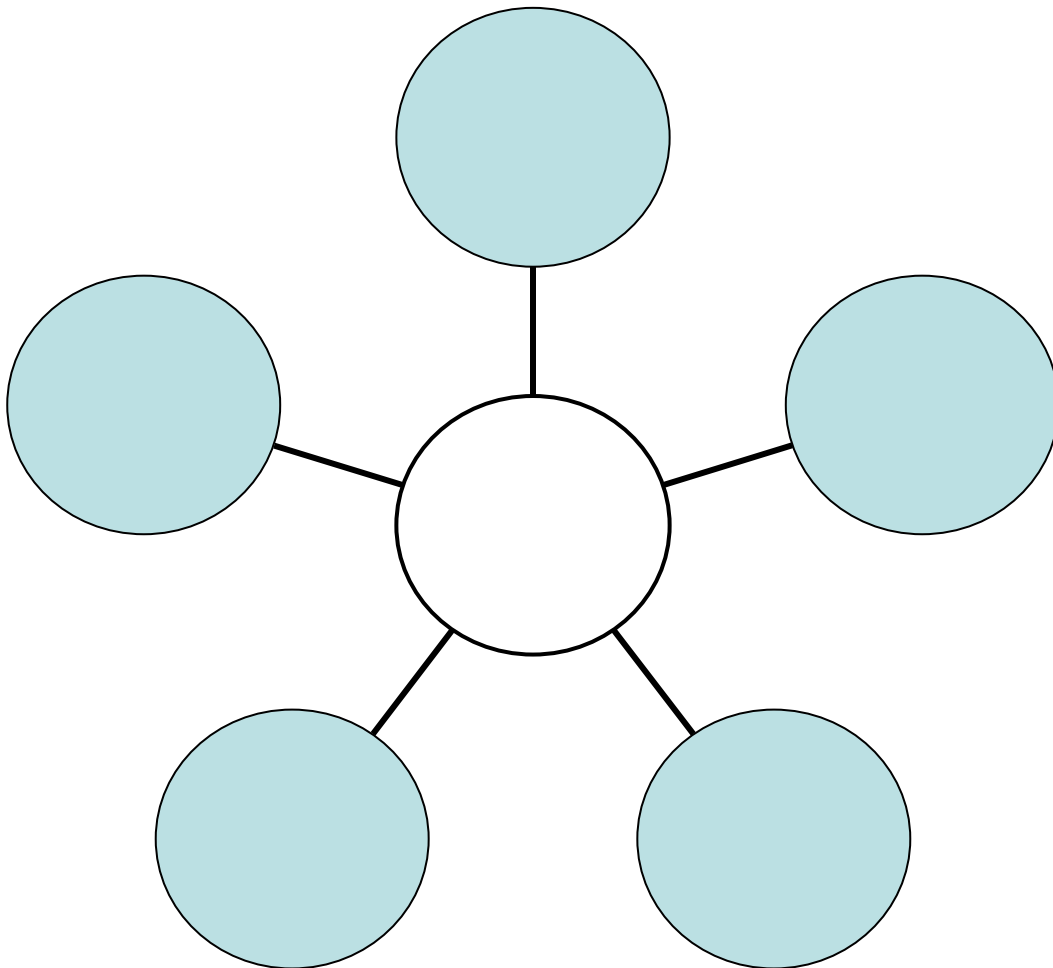
- **Social Identity:**

Connectedness

Connectedness

You are in the center.

How do you want to be perceived in the business world?



Example

Mary Riebe, Ph.D.
Director of the Center



Mary Riebe, Ph.D.

Dr. Mary Riebe is a faculty member and the founding director of the Center for Women's Entrepreneurship at Chatham College. The center helps women shorten their learning curve to success by providing practical, expert guidance dedicated to business growth. Dr. Riebe brings to the Center a wealth of experience in entrepreneurship as a business owner, professor of entrepreneurship in the U. S. and Ireland for almost twenty years, consultant to over 150 business owners, and mentor.

Dr. Mary Riebe is a frequent public speaker and a presenter on issues of women business owners and women's leadership at seminars and conferences locally, nationally, and internationally. She presented at the World Conference of the International Council for Small Business (ICSB) in Belfast, Ireland, in 2003 and at the Third China-US Women's Issues Conference in Beijing, China, in 2002. Dr. Riebe served as a United States delegate at the Organization for Economic Cooperation and Development (OECD)'s Accelerating Women's Entrepreneurship Global Forum in Istanbul, Turkey, in June 2004.

Passionate about helping women find their paths to fulfilled lives, Dr. Riebe has a strong background as a mentor. She received five awards in the past two years, including The Minnesota Women in Business Advocate Award for 2004 from the U. S. Small Business Administration.

Short, Simple and Savvy



YOUR
OFFICIAL
HEADSHOT

- Full Name
- Current title and organization
- Organization's purpose

- Experience
- Accomplishments

- Personal Mission/Passion
- Awards

