

City College Internship & Career Fair Employer Directory

2019



Advising &
Career Services
MSU BILLINGS

February 21 • 10 A.M.- 1 P.M.
Health Sciences 119

2018-2019 MSUB Advising & Career Services Employer Partners



Welcome to the 2019 City College Internship & Career Fair!

Thank you for joining Advising & Career Services and our **2018-19 Employer Partners: KSVI/KHMT, Eide Bailly, Billings Clinic, Wells Fargo, and Wipfli LLP.**

In this directory, you will find employers who want to talk to you about internships, full-time jobs, part-time jobs, new and exciting opportunities in their field, and more.

To make the most of ***City College Internship & Career Fair***, be sure to:

- Have your résumé ready to hand to employers. For guidance and feedback, you can send your résumé to Advising & Career Services: careers@msubillings.edu where professionals will review it so it is perfect when you present it to employers.
- Use the table of contents to find all companies at the fair and think outside the box—you never know who might be looking for an employee with your degree!
- Greet employers with a firm handshake – ensure you are making a good first impression as a professional.
- Talk about what you can bring to an employer: communication, teamwork, organizational skills, and a good attitude. These skills and abilities are desirable for all employers.
- Ask employers about available internships—they give you experience you cannot get in a classroom.
- Follow up! See the Next Steps page included in this directory.

Whether you are looking for an internship or looking to begin your career, ***City College Internship & Career Fair*** is the perfect event to explore your options and make that first step. We hope you enjoy it!

Remember to complete an event evaluation before you leave to enter the drawing for door prizes!

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Résumé 101

What Is A Résumé?

- A marketing tool should highlight your most relevant skills and experience.
- The **first impression** an employer will have of you.
- A **living document** that will change and develop as your experience does.
- It is **tailored** to each specific position and employer you apply to.

Pieces of a Résumé

- There are **three essential** components on every résumé:
 - Heading
 - Education
 - Experience
- Additional **optional** components include:
 - Objective Statement *or* Summary of Qualifications
 - Honors, Awards, Publications, & Research
 - Activities
 - Special Skills

Résumé Do's

- Use reverse chronological order. List your most recent experience first under each section and your oldest last.
- Quantify your information as much as possible.
- Tailor your résumé, changing keywords and phrases to best fit the position.
- Ensure your name and contact information are included. Have a professional email address and voicemail greeting.
- Have your résumé reviewed and critiqued. Make an appointment and sit down with someone in our office to really fine tune your résumé.

Résumé Don'ts

- Use "I statements" or complete sentences. Instead, use concise bullet points.
- Exceed two pages, in most cases you should not exceed one page.
- Fabricate, exaggerate, or misrepresent your experience.
- Include excessive unrelated information. Stay relevant.
- Don't limit your experience only to paid employment. Volunteer positions, internships, and other relevant leadership roles can all count!

Cover Letter 101

What Is A Cover Letter?

- Your **first opportunity** to directly tie your experience to the position requirements and sell yourself.
- **Individually written** to focus your skills, experiences, and abilities toward that position and employer.
- A **complement** to your résumé. The two should work together and provide supplemental information.

Opening Paragraph

- Describe the purpose of your cover letter. What position are you applying for? Where did you learn about it? Briefly introduce yourself and your experience.

Middle Paragraph(s)

- The bulk of the cover letter should make the connection between the job description and your résumé for the employer. Use this opportunity to provide detailed examples of your qualifications. Make it clear what you have to offer the employer.
- Demonstrate why you are interested in *this particular* position and organization. Show knowledge of the employer, their mission, their goals, and understanding of how you would fit into this.

Closing Paragraph

- Summarize your qualifications, restate your enthusiasm and interest in the position, and include your preferred contact information.
- Conclude by thanking the employer for considering you for the position.

Quick Tips:

- Use a proper greeting and address your letter to a specific person or title as opposed to "To Whom It May Concern".
- Proofread, proofread, proofread. Don't forget that is also viewed as a writing sample.
- Use the same font style as your résumé. The documents should be cohesive and consistent.

Remember, the purpose of your cover letter and résumé are to get you an interview. They do not have to include all possible information about your experience, just the strongest basic outline. You can go into more detail in the interview phase!

Interviewing 101

Preparing for Your Interview:

- When scheduling an interview ensure that you are aware of the following:
 - Time, date, and location
 - The names and titles of the interviewers
 - Format – panel or individual interviews; is a presentation or skills test expected?
- Learn as much as you can about the company and the field
 - Utilize the company's website to learn about the history of the organization, their mission statement, their values, organizational structure, and any current projects or recent successes.
- Prepare answers to anticipated questions such as strengths and weaknesses, why you are interested in the organization, a time you had to work with a team, and more.
 - For ideas of common interview questions, contact Advising & Career Services.
 - Develop your answers utilizing the **STAR** method. – describe a **S**ituation or **T**ask, the **A**ction you took, and the **R**esult achieved.
- Schedule a mock interview with Advising & Career Services or ask a friend to help prepare.

Interviewing:

- Arrive 10-15 minutes early.
- Bring additional copies of your résumé, a list of your references, a pen, and a notebook or padfolio.
- Silence your phone and put it away before you walk into the building.
- Make a good impression:
 - Smile and offer those you meet a firm handshake.
 - Treat everyone that you interact with in a respectful manner.
 - Make eye contact with your interviewers
- Prepare a list of questions to ask.

Dress for success:

- Wear appropriate clothing—if you're unsure of what to wear, it's better to err on the side of professional and conservative. It is better to dress up than to be too casual.
- Carry a briefcase or handbag, not a backpack.
- Practice good hygiene—clean hair, breath, and nails.
- Be well groomed! Your clothes should be pressed and smell fresh.
- Avoid gaudy jewelry, loud colors, heavy perfume, and bright nail polish.



Advanced Care Hospital of Montana

Contact: Shelly Van Buren
3528 Gable Road
Billings, MT 59102
(406) 373-8000
(406) 373-8020

www.ernesthealth.com

Positions Available: Registered Nurse, Licensed Practical Nurse

At Advanced Care Hospital of Montana, the newest member of the Big Sky healthcare continuum, we believe your recovery means more than just the physical. At our new state-of-the-art facility, we offer long-term acute care and critical care services for patients recovering from serious illnesses or injuries.

While utilizing our high-tech equipment, state-of-the-art gym, and large, private rooms, our caring and supportive staff is dedicated to helping you or your loved one through the recovery process. We focus on each patient's unique needs to achieve maximum levels of recovery.



Alternatives Inc.

Contact: HR Department
1001 S. 27th St.
Billings, MT 59101
(406) 294-9609
(406) 794-0040

www.altinc.net

Positions Available: Client Advisor, Housekeeping Assistant, Accounting

Alternatives, Inc. is a non-profit corporation based in Billings, Montana. Since opening in 1980, the organization has provided both residential and non-residential supervision and treatment programs for state and federal inmates in Yellowstone, Carbon, and Stillwater Counties.

Alternatives has three facilities in Billings. The men's facility, Alpha House, houses 180 residents in state and federal work release programs. Passages, the women's facility houses 190 residents and offers 4 different programs. Passages also serves as the main administrative office. The third facility is home to Alternatives' Beta Jail Alternatives and Misdemeanor Probation. Alternatives, Inc. also offers Jail Alternatives in Stillwater and Carbon Counties.

POSSIBLE INTERN OPTIONS: Case Management, Licensed Addiction Counselor, Licensed Clinical Professional Counselor, Nursing, Accounting, Human Resources

This will be subject to change.

INTERN BENEFITS: Flexible Schedules, Letters of Recommendation, Access to Internal Job Postings, and we are close to campus.



Big Sky Economic Development

Contact: Marcell Bruski
222 N 32nd St # 200
Billings, MT 59101
(406) 853-1416

www.bigskyeconomicdevelopment.org

Big Sky Economic Development (BSED) is a public-private partnership. The Big Sky Economic Development Authority (EDA), the public agency, evolved from the Montana TradePort Authority launched in 1989 by the Yellowstone County Board of Commissioners. Big Sky Economic Development Corporation (EDC), the private business side, was started in 2002. Over 145 of the county's top businesses are member-investor partners in the EDC. Together, the organization's mission is to sustain and grow Yellowstone County's vibrant economy and outstanding quality of life, by providing leadership and resources for business creation, expansion, retention, new business recruitment and community development.



Billings Clinic

Contact: Andrea Doll
Billings Clinic
Billings, MT 59101
(406) 238-5633
(406) 238-2355

www.billingsclinic.com

Billings Clinic in Billings, Montana is an integrated health care organization nationally-recognized for clinical excellence, which includes our 230-physician multi-specialty clinic, 272-bed hospital, new state-of-the-art Level II regional trauma center, outpatient surgery, and cancer center as well as our long term care and research center.

Located near the magnificent Rocky Mountains, we enjoy an easy-going lifestyle where the people are friendly. We live amidst the majestic beauty of mountains, streams and meadows. Ski, fish, hike, hunt, camp, and mountain bike – you can do it all in Big Sky Country! Outdoor activities are enhanced by an array of community amenities including excellent schools, affordable living, performing arts, minor league sports and a solid economy.

Come enjoy 300 days of sunshine and live the life in Montana's largest city that offers small-city living, unique culture and diversified outdoor recreation!



C & B Operations

Contact: Adam Somers
5121 Midland Rd
Billings, MT 59101
(406) 671-5482

www.deerequipment.com

Positions Available: Service Technician, Regional IT Manager, Parts Specialist, Internship

John Deere-ag-lawn mower-skid steer-golf and turf dealership, part of a 38-store group that spans 6 states, based out of C & B Operations out of Gettysburg, SD.



Fisher Industries

Contact: Sherri Farber
3020 Energy Drive
Dickinson, ND 58601
(701) 456-9184
(701) 456-2197

www.fishernd.com

Positions Available: Welders, Drivers

It all began on the vast prairies of southwestern North Dakota. It was here that our parent company, Fisher Sand & Gravel, was founded in 1952. What started as a small but enterprising aggregate processing company quickly emerged as a leader in portable crushing operations, thanks to the vision and leadership of company founder, Gene Fisher.

The affiliate company General Steel and Supply was launched in 1967 as the equipment support team for Fisher Sand and Gravel. Currently General Steel and Supply Co. manufactures and sells quality aggregate processing equipment to companies throughout the United States and abroad.

Today Fisher Industries has expanded its portfolio to incorporate all aspects of land development including - concrete, asphalt, drilling, blasting, and paving services. The Fisher family of businesses is comprised of:

- ◆ Fisher Sand & Gravel Co.
- ◆ General Steel & Supply Co.
- ◆ Arizona Drilling & Blasting
- ◆ Fisher Grading & Excavation
- ◆ Fisher Ready Mix
- ◆ Southwest Asphalt
- ◆ Southwest Asphalt Paving
- ◆ Fisher Sand & Gravel - New Mexico, Inc.

The Fisher Industries Corporate Headquarters is located in Dickinson, North Dakota. We also have operations in Tempe, Arizona and offices in Las Vegas and Reno, Nevada; Laurel and Glendive, Montana; Spearfish South Dakota; and Placitas, New Mexico. From the design and fabrication of aggregate equipment, to processing and end use of aggregate materials, we pursue challenges and successfully tackle tough jobs.



Gwenlin Commercial Cleaners

Contact: Joel Hardy
915 2nd Ave N
Billings, MT 59101
(406) 259-7071
(406) 259-7009

www.gwenlin.com

Are you detail oriented? Love to help others? Like instant gratification? Want to work with a family like atmosphere? We have the job for you!

We are the oldest Commercial Cleaning company in Billings and are looking for motivated, detailed, hard working employees who would like to grow with an amazing company. We are needing employees who are self-starters with an upbeat attitude and a heart to clean.



Kestrel Engineering Group

Contact: Donna Cronin
9611 NE 117th Ave.
Vancouver, WA 98662
(541) 914-4888

www.kestrelenggroup.com

Preferred Majors: Accounting Assistant, Accounting Technology, Administrative Assistant, Bus Admin: Accounting, Bus Admin: Finance

Positions Available: Administrative & Accounting Assistant

Kestrel is an industrial process facilities engineering and design firm providing multi-discipline engineering, project management, procurement support, construction coordination, and startup / commissioning support for our clients.



Komatsu Mining Corp. Group

Contact: Katie Zindler
1124 Main Street
Billings, MT 59105
(406) 255-4607

<https://mining.komatsu/>

Positions Available: Welder, Mechanics, Field Service Mechanic

Komatsu is an equipment manufacturing, service and technology company serving the construction, mining, forestry, and industrial machinery industries. Our global teams focus on leveraging technology and innovation to optimize machine performance and improve customer operations. Our industry-leading solutions are used to extract fundamental minerals and develop modern infrastructure. Visit our website for more information!



KSVI/KHMT

Contact: Pat King
445 South 24th Street West
Billings, MT 59102
(406) 652-4743
(406) 652-6963

YourBigSky.com

KSVI is the ABC TV affiliate in Billings and KHMT is the FOX TV affiliate. KSVI and KHMT extends the ABC and FOX brands to the Internet with interactive content that goes beyond TV to allow the viewer a more in-depth, personal experience.

Nexstar Broadcasting Group is a leading diversified media company that leverages localism to bring new services and value to consumers and advertisers through its traditional media, eMedia, digital and mobile media platforms.

Nexstar owns or provides services to 171 broadcast television stations, reaching approximately 13.8 million television households, or approximately 12.1% of all USTVHH according to Nielsen.



L&H Industrial

Contact: Sylvia McNutt
913 L&J court
Gillette, WY 82717
(307) 682-7238
(307) 686-1646

www.lnh.net

Positions Available: CNC Machinist, Machinist Tech 1, Buyer II, Welder Night Shift,
Field Service Welder Mechanic

Machine, welding, and field service for manufacturing and repair of mining equipment.



Montana VA Health Care System

Contact: Katherine Ilari
1766 Majestic Lane
Billings, MT 59102
(406) 373-3994
(406) 373-3947

[usajobs.gov](https://www.usajobs.gov)

Positions Available: Medical Support Assistant, LPNs, and RNs.

See positions on *[usajobs.gov](https://www.usajobs.gov)*



Motor Power Equipment, Co

Contact: Tanya Hauptman
PO Box 80030
Billings, MT 59108
(406) 252-5651
(406) 256-7483

<http://www.mtrpwr.com/>

Positions Available: Diesel Technicians in Billings, Great Falls, Montana and Casper, Wyoming. We are also interested in interns that are currently in school.

Motor Power Equipment is a heavy duty truck dealer. Our primary lines are Kenworth and International trucks.



ONEOK, Inc.

Contact: Kate Montgomery
100 W 5th ST
Tulsa, OK 74103
(918) 595-1771

<http://www.oneok.com/>

Preferred Majors: Diesel Technology, Process Plant Technology, Power Plant Technology

Positions Available: Plant Operator Intern, Mechanic Intern, Instrumentation Intern

ONEOK (pronounced ONE-OAK) is a leading midstream service provider and owner of one of the nation's premier natural gas liquids systems and an extensive network of natural gas gathering, processing, storage and transportation assets. ONEOK is a FORTUNE 500 company and is included in the S&P 500 index. Its success is driven by the skills, experience and dedication of its more than 2,600 employees. ONEOK is committed to cultivating an inclusive and dynamic work environment where exceptional people find opportunities to succeed, grow and contribute in meaningful ways.



St. John's Lutheran Ministries

Contact: Kylie Hartse
3940 Rimrock Rd.
Billings, MT 59102
(406) 655-5920
(406) 655-5639

www.sjlm.org

Positions Available: PCA, CAN, LPN, RN, Food Service Workers, Childcare Providers

St. John's Lutheran Ministries is a healthcare facility with a continuum of care, encompassing independent and assisted living, skilled nursing, and home health. We provide a living and work environment of hope dignity and love.



Titan Machinery

Contact: Sarah Kenz
644 East Beaton Dr
West Fargo, ND 57078
(701) 356-0130

www.titanmachinery.com

Preferred Majors: College of Business, Diesel Technology

Positions Available: Service Technician Sponsorship

Titan Machinery represents a diversified mix of agricultural, construction, and consumer products dealerships located in the upper Midwest. Our Shared Resource Headquarters is located in the heart of the Red River Valley in Fargo, ND. Our 96 North American dealerships are located in Arizona, Colorado, Iowa, Minnesota, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Wisconsin, and Wyoming as well as 16 European dealerships in Bulgaria, Romania, Serbia, and Ukraine.



TrueNorth Steel

Contact: Rena Stenseth
1501 South 30th Street West
Billings, MT 59102
(701) 893-2306
(701) 373-8014

<http://truenorthsteel.com/careers/>

Positions Available: Material Handler, Welder 1, Project Manager, Maintenance Tech

Since 1945, TrueNorth Steel has been proudly Fabricating and Erecting Structural Steel, Miscellaneous Steel, Bridge, Tanks, and Industrial Plate work across the United States and Canada. Over the years, TrueNorth Steel has gained a national reputation for delivering a quality product and customer satisfaction. At TrueNorth Steel, our dedicated construction team, developed in the TrueNorth Steel culture, is trained to solve the toughest construction challenges utilizing forward thinking, teamwork, and a commitment to excellence.

For current job openings, apply in person or online at
<https://truenorthsteel.com/careers/>.



U.S. Census Bureau

Contact: Tatiana Phipps
6950 W. Jefferson Ave.
Denver, CO 80465
(406) 861-9546

<http://www.census.gov>

The U.S. Census Bureau serves as the leading source of quality data about the nation's people and economy. We honor privacy, protect confidentiality, share our expertise globally, and conduct our work openly. We are guided on this mission by our strong and capable workforce, our readiness to innovate, and our abiding commitment to our customers.



Walmart

Contact: Betty Sorter
2525 King Ave W
Billings, MT 59102
(406) 371-9380
(406) 254-8867

www.walmart.com/apply

Positions Available: Unloaders, Stockers and Price Change Teams - Including Online Grocery Pickup, and all Customer Availability Process Teams, Cashiers, Lawn and Garden, Cart Pushers, Retail

From our humble beginnings as a small discount retailer in Rogers, Ark., Walmart has opened thousands of stores in the U.S. and expanded internationally. Through innovation, we're creating a seamless experience to let customers shop anytime and anywhere online, through mobile devices and in stores. We are creating opportunities and bringing value to customers and communities around the globe. Walmart operates over 11,200 stores under 55 banners in 27 countries and eCommerce websites in 10 countries. We employ approximately 2.2 million associates around the world — 1.5 million in the U.S. alone.

Thank You to Our Premier Employer Registrants



Billings Clinic

KOMATSU



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