

# Sample J. Student I-SKILLS Résumé

**Program:** B.A. in Management (marketing concentration); Graduation: 2006

**Last Update:** 09/05/2005

**Special expertise:** (What kinds of information or topics, or software are you especially adept at finding / evaluating / using?)

- Adept at finding government regulations for small businesses using Web search engines.
- Adept at using databases to find articles from scholarly journals.
- Adept at using Microsoft Publisher to create brochures.

**Education:** (What classes, training, reading, self-teaching etc. have you done in the area of information skills?)

- Library sessions for the following courses:
  - English 101 – using library resources; online searching techniques
  - History 203 – finding and evaluating historical resources
  - Management 340 – finding product & industry reviews
- In-house workshop on finding and using GIS for real estate appraisers during summer employment at Fifth Third Bank
- Subscribe to “Researchbuzz”, an email alerting service on information resources.

**Experience:** (What types of information can you find and what tools can you use—e.g. article databases, library catalogs, deep Web sites, laws, etc.?)<sup>1</sup>

- Experienced with online catalogs for Wittenberg University, OhioLINK, and WorldCat.
- Adept user of Academic Search Premier, Business Source Premier, Lexis-Nexis, Historical Abstracts, New York Times Historical for locating articles.
- Adept at creating and presenting material using PowerPoint .
- Experienced user of Excel
- Novice user of Interlibrary Loan to get information from other libraries.
- Adept at using U.S. government web sites.

**Other:** (Anything else pertaining to your information-finding/evaluating/usage skills you'd like an employer to know.)

- Experienced with documenting sources using APA and MLA formats.
- Adept at evaluating Web sites for authority and currency.
- Bilingual in English and Mandarin Chinese.

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<sup>1</sup> Skill level legend: **Adept** (lots of experience, expert skill level), **Experienced** (lots of experience, good skill level), **Novice** (some experience, average skill level)