

THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS
DEPARTMENT OF LIBRARY & INFORMATION STUDIES

Tel: (876) 927-2944
 Fax: (876) 970-4903
 OUR REFERENCE

E-mail: dliis@uwimona.edu.jm

MONA, KINGSTON 7
 JAMAICA

RESUME OF STUDENT BEING PLACED AT ARCHIVE FOR INTERNSHIP

ID Number

Last Name First Name Initial

Nationality D.O.B Sex

Tel.: Cell#: Cell#: Email

Date Admitted into DLIS Programme Year/Level

First Degree in

Class of Degree Institution Attended Date Awarded

Other Qualifications

Previous Archival Experience

Title of Courses Completed at DLIS

Select Core Course	Select Elective
Select Core Course	Select Elective
Select Core Course	Select Resource Course
	Select Paper
Select Elective	

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Computer Programmes Known:	Basic	Intermediate	Advance
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Power Point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Entry (Win Isis)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Database Creation (Win Isis)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Web page Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Courses Being Taken Currently
