

**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](mailto: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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<b>Computer Programmes Known:</b>	<b>Basic</b>	<b>Intermediate</b>	<b>Advance</b>
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"/>
KOHA Library Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALEPH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Courses Being Taken Currently**
