

Maximising Your Impact CICAG

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inspiring individuals:
building information teams

Introduce yourself in 6 words



Six Flags at the Alamo
cc by Suzanne Wheatley
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What does the future hold?



Crystal Ball

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Identify your skills



At the Crystal Ball
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Successful CVs



What's wrong with this?

In my current role I maintain the loose-leaf collection, deal with subscriptions and manage the hard copy stock. I also answer internal and external queries. I have also created an intranet site and update the intranet. In addition I develop and maintain an electronic and hard copy information resources and I provide a public information service using reference materials and electronic information systems.

Perhaps this is better?

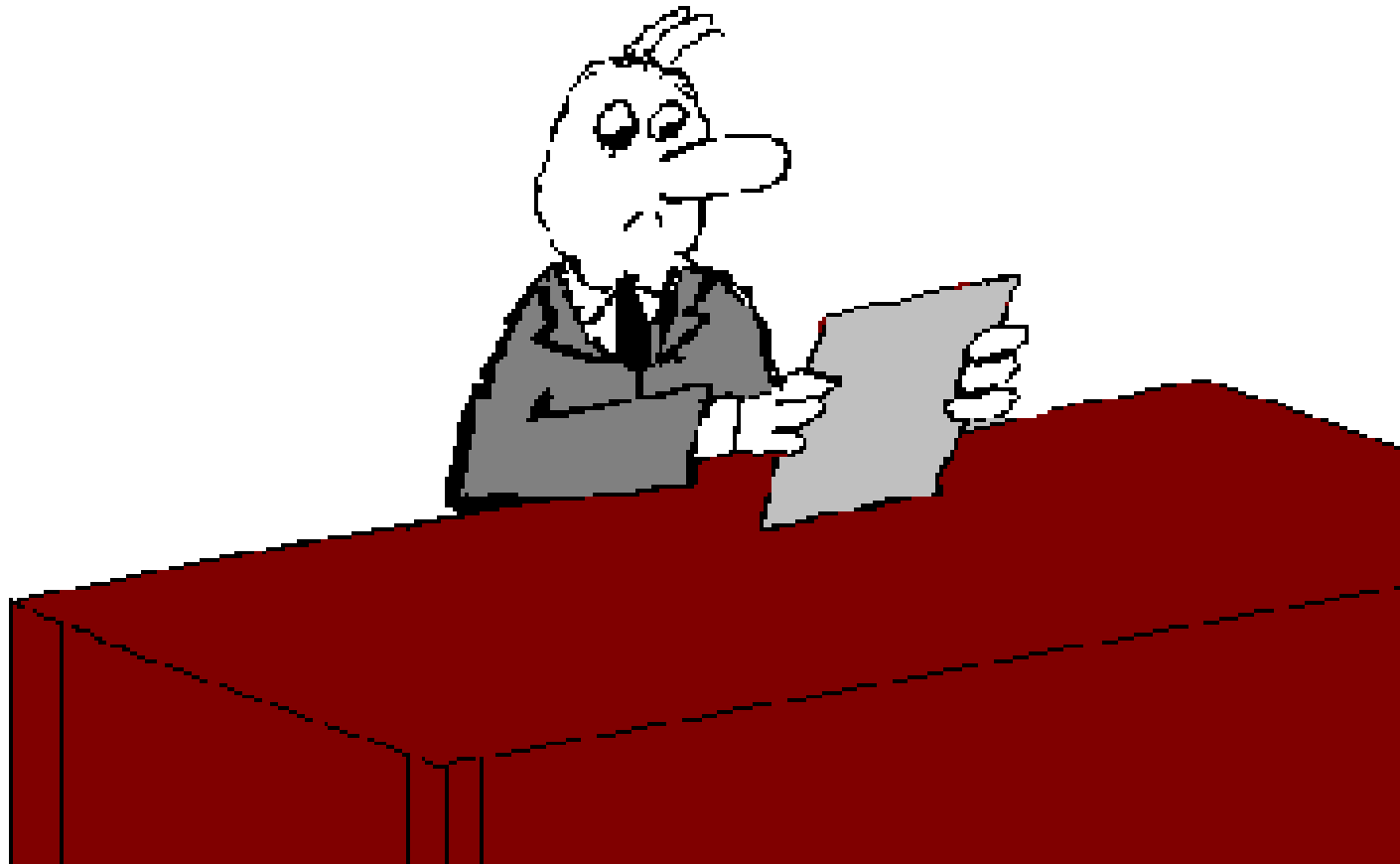
Responsibilities include:

- Maintaining the loose-leaf collection and subscriptions
- Developing hard copy and electronic information resources
- Answering internal and external queries using a variety of sources

Key Achievement:

- Created an intranet site and recently assumed management of office intranet updates using Dreamweaver and HTML

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What have we learnt?

