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# TECHNICAL INFORMATION SPECIALIST RESUME

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## Summary:

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Versatile professional with proven years of experience in information industry; a devoted Technical Information Specialist with expertise in technical information; possesses a good working background; uncommon interpersonal skills to communicate and to disseminate information to various professionals and individuals; remarkable communication skills both in oral and in writing; recognized as a key person when it comes to facilitating researches and studies of the subject matter; has a keen ability to details and reports

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## Professional Experience:

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Technical Information Specialist January 2007 – present  
NIH, Albany, NY

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## Responsibilities:

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Supported the communications and research dissemination activities  
Facilitated the education information outreach activities of assigned programs  
Coordinated the activities by distributing administrative reports  
Facilitated the epidemiologic, clinical and preclinical research findings, print and non-print communications products related to educational information and materials dissemination  
Resolved a variety of information organization, access and dissemination problems  
Technical Information Specialist May 2004– January 2007  
Department of Health and Human Services, Spring, MD

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Department of Health and Human Services, Spring, MD

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## Education:

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Master of Science in Information Technology, Stanford University, 1999  
Bachelor of Science in Information Technology, Stanford University, 1994

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## Skills:

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- Proficiency in both oral and written communication skills
  - Knowledgeable in indexing, thesaurus control, digest preparation and references
  - Excellent interpersonal and organizational skills
  - Expertise in all computer systems related to work
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## Awards and Honors:

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Dean's Lister, Stanford University, 1994

Award of Excellence, NIH, 2008

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