

Jun Ma

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Canada

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JOB OBJECTIVE: Position as an Information Specialist that will utilize my knowledge and skills of Information Research and knowledge Management

SUMMARY OF QUALIFICATION

- Familiarity with computer and information systems, information retrieval and analysis, classification and cataloguing, record management, reference services, and collection development
- More than seven years professional experience including information retrieval, technical consulting, training and customer services delivery, engineering and business management
- Extremely knowledgeable of Web design and development, computer network, database management, business and Marketing resources
- Familiarity with a variety of commercial or free online databases, Internet search engine, and different types of business and industry resources
- Excellent organizational and decision making skills, good communication skills demonstrated by ability to work with people of diverse backgrounds
- Self-motivated, work well in fast paced, multitask environment, confident, good time management and team player
- Proven skills in problem analysis, troubleshooting, budget control, coupled with a superior record of productivity and bottom line improvement

Online Search

- | | | |
|---------------|-----------------|----------------|
| ▪ Dialog | ▪ Gale-Infotrac | ▪ Medline/Ovid |
| ▪ Lexis-Nexis | ▪ WebSPIRS | ▪ QuickLaw |

Cataloguing

- | | | |
|----------------|-------------|-------------|
| ▪ AACR2 & MARC | ▪ World Cat | ▪ OCLC CORC |
|----------------|-------------|-------------|

Web Design & Software

- | | | |
|--------------|----------------|-----------------|
| ▪ HTML/XML | ▪ CSS 1&2 | ▪ Adobe Acrobat |
| ▪ Java | ▪ WINDOWS NT | ▪ PhotoShop |
| ▪ JavaScript | ▪ UNIX | ▪ Dreamweaver |
| ▪ Perl | ▪ Visual Basic | ▪ Flash |

EMPLOYMENT

Research Assistant, Department of Epidemiology and Biostatistics, University of Western Ontario, London, ON
Sep 2001- to date

- Designing the interactive Web site for the epidemiological research on Premature Birth
- Organizing related healthcare information and research articles in the Web site, providing useful information to researchers and patients

Information Specialist, Canada Institute for Scientific and Technology Information, National Research Council of Canada
2000 – 2001

- Modified the Design for Environment (DfE) system for NRC, designed the new hierarchical index and classification system,
- Online search Environmental technologies, Information and cases, Maintained, updated DfE case studies database and Website, provided training materials for DfE project
- Involved in the design and development of CISTI Virtual Library, evaluated electronic resources usage, participated in research of the feasibility of deploying OCLC CORC services into Virtual Library's pathfinder design

Technical Manager, Knauf New Building Material Co. (China), Shanghai, China 1996—1998

- Planned and executed the objectives of the team, provided all types of technical supports across the country
- Built constructive relationships with clients, provided adequate training to employees, distributors and final users
- Initiated and managed company's Website, designed company's technology and products specification manual
- Involved in company's marketing planning, supervised related marketing activities including advertising, seminars and exhibitions

Structure Engineer, The Third Harbor Engineering Investigation & Design Institute of The Ministry of Communications of P.R.C. Shanghai, China 1991—1996

- Designed, supervised construction projects, developed good skills in procedure control and problem solving
- Worked as Chief Designer--Chose design team, distributed and organized members' work
- Performed research on construction innovation or improvement, published two articles in journal

EDUCATION

Master of Library and Information Science 2000 – 2001

Faculty of Information and Media Science, University of Western Ontario, London, ON.

Award: Donald K. Norrgard Award, 2001

International Business Program, 1995

Shanghai Marketing International Business College, China

Bachelor of Engineering, 1991

Department of Civil Engineering, Dalian University of Technology, Dalian, China.

Minor major: Computer Science