

# Lisa Mak

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**OBJECTIVE:** Summer Co-op in the field of information systems.

**EDUCATION:** **University of the Pacific** Stockton, CA  
BS Computer Information Systems; Business Management Minor  
Anticipated Graduation Date: December 2007

**EXPERIENCE:** **University of the Pacific Library** Stockton, CA  
Fall 2002-Spring 2006  
Technical Services Department

- Managed Inter-Library Loans (ILL) requests.
- Processed new books and periodicals.
- Managed various projects; ex. the Spanish Recon ("retrospective conversion") Project.

**Asian Pacific Self-Development & Residential Association (APSARA) Digital Library Project** Stockton, CA  
Summer 2005

- Categorized and analyzed websites to be used in the digital library for school children in disadvantaged refugee populations.

**Intern, Nibbi Brothers, Inc.** San Francisco, CA  
Summer 2001

- Assisted in the recreation of the company's website (<http://www.nibbi.com>).
- Managed and designed the "View/Display" page for each project.

**Intern, Montgomery Watson Harza, Inc.** Walnut Creek, CA  
Summer 2000  
IFO (Industrial and Federal Operations) Department

- Updated the company's Health & Safety Manual Handbook, involves collecting MSDS (Material Safety Data Sheet) from various Program Health & Safety Coordinators within the company's United States offices.
- Catalogued, updated and maintained the IFO Department's off-site storage listing.
- Compiled the Small Business Reporting for various federal government reports.

**SKILLS:**

Java	DreamWeaver	AutoCAD
MATLAB	FTP	Excel
Microsoft Server	FrontPage	PowerPoint
MySQL	HTML	Publisher Presentation
Python	PHP	QuarkXPress

Languages: Cantonese and Toishanese (sub-dialect of Cantonese)

**ACTIVITIES:** ACM (Association for Computing Machinery)

- Fall 2006-Present, Member

Alpha Phi Omega (National co-ed service fraternity)

- Corresponding Secretary Fall 2004, Associate Member