

2014

Getting Ur Callback & Co.

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[MSCV1.11. THE MICROSOFT CV: IT'S HOW YOU USE IT]

What good is knowledge or information if you cannot package it into a format that can be readily digested by others? This document presents a capacities evaluation methodology based on MS Office and some other basic computer- and office-related skills. It presents a self-reporting survey methodology, together with a baseline, periodic updates, final targets, and a period to refine/upgrade objectives when the target is approached. A playful use of statistical methodologies draws attention to pitfalls which all too often get the best of us. From a background research and data collection, to presentation of routine statistics and advanced modeling techniques which require extensive theoretical knowledge in addition to experience with data management, this document shows that it can be done. Not only that, but it can be written into a report. This evaluation methodology proves it, to the extent that can be done in comparatively short and Greekless pages.

If you know what this page means, then you know what I mean.

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1. The Microsoft CV: How to say you can do it all with nothing

What does it mean to have advanced knowledge of all Microsoft Office applications when I have an HBA with a specialization in Political Science and minor Botany and an MA in Economics?

The objective of this resume is to assess capacities, establish targets, and peripherally address activities which lie outside the current planning horizon, ideally because these capacities will already be present on teams and among partners/colleagues. Capacities and targets are classified by the MS Office software used to produce the outputs, namely, [Excel](#), [Word](#), [Powerpoint](#), [Outlook](#), and [Access](#). [Operating systems \(OSs\)](#), [hardware and networks](#), [social media](#), and some other [Extras](#), round out coverage of the largely post-1990s technology covered by this classification methodology, for a total of eight (8) indices. Each type of tool is linked to specific skills, such as filtering data in Excel or prioritizing substance in social media. See section 2.2 for tables which compare baselines with current scores by category and section 2.3 for the detailed capacities evaluation methodology itself.

The methodology does **not** account for industry-specific softwares such as: SPSS, Stata, Wordfast, Trados, Cubase, etc., which can be used to produce better graphs, more standardized translations, and to record multitrack media outputs.

2. Evaluation methods: Summary table, methods table, and extra-evaluation criteria

2.1 Section summary

Section 2 presents the baseline and current scores of skills. There are eight (8) categories of software/tools in this methodology, each of which is further divided into several specific skill sets. Each skill is evaluated on a pass or fail basis, under the assumption that a fairly high degree of mastery of the skill is required to earn a “1”, and a “0” is awarded otherwise. No bullshit. That’s the point. Baselines are established, allowing for continuous review and targeting.

Please note, and this cannot be overemphasized enough, that the capacities assessment methodology is constructed in a manner to facilitate achievement of goals and to promote continuous learning/improvement. I.e., it is not constructed to make the user look smart. The user knows he/she is smart. He/she doesn’t need to be told so. Hence, continuous improvement. What else are you going to do on this third rock from the sun?

The section closes with extra-evaluation criteria, to provide information on skills that I hope to be present on the team, but which I do not include in the present evaluation methodology.

2.2 Baseline versus current score – summary

[Table 1](#) summarizes the evaluated score in each classification group of software/tools. The evaluated total is 56/86, or about 65%, which can be compared to the baseline of 50/85, or about 59%. The limited progress between the baseline and the current total can be easily explained by the fact that that this updated document was prepared only about a week after the baseline. In addition to describing the baseline situation with regard to each of these eight (8) classifications of software/tools, the table also reports the previous version of this file in order to provide information on the evolution of this methodology.

MSCV1.11. The Microsoft CV: It's How you Use it | 2014

Table 1: Baseline, current score, progress chart, and final target: MS Office capacities

MS Office Skills Score (achieved / targeted)	Baseline (09/2014)		Current (09/2014)		Period 2 Goal		Period 3 Goal		Period 4 Goal		Final target according to present method	
	Actual	Max	Actual	Max	Actual	Max	Actual	Max	Actual	Max	Actual	Max
Excel	11	26	17	27							25	27
Word	4	10	5	10							6	10
Powerpoint	4	7	4	7							5	7
Outlook	5	7	5	7							4	6
Access	3	4	3	4							3	4
Social media	2	3	2	3							2	3
OS, hardware, networks	7	8	7	8							7	8
Extras	14	20	14	20							15	20
Current total	50	85	57	86							67	85
In percent	0.59		0.66		0.7		0.75				0.79	
Percent (eq. group weights)	0.64		0.68								0.74	

UPDATE GOALS

Comment [m1]: It is possible to call this directly from an Excel file. But then I would have to verify two files. Sometimes it worth it. I do not think so in this case.

But since Word does not allow us to easily change many instances of the same thing at one time, opting to call the information from an Excel file would reduce the scope for error in manual changes. If you need proof that it is possible, make me an offer first.

Comment [m2]: A note for future users of this document: To update after modifying scores, right click then select "Update" Field.

Comment [m3]: Here's another reason that one might consider calling in data from an Excel file instead of maintaining it within a report. Namely, Excel is better for managing calculations. I would rather manage one file than two if it only means having to click a few extra buttons.

Note: This MS Office evaluation methodology replaces MSCV1.0 of September 2014, (available from <http://www.inandoutofthebox.net/blog/?p=8192>), and MSCV1.1 of September 2014. Critical feedback regarding suitability of evaluation criteria, benchmarking, targeted objectives, weighting, etc. should be forwarded to njweatherdon@gmail.com. This CV is intended to demonstrate what you can DO with MS Office more so than proficiency in the software, per se. These are tools, not ends.

Source: Developed by the author. Related documents include IKnowWP-SEO-basicDesign-2014.docx, IKnowSQL-data&models.docx, and IKnowPhotoshop-ReadyToLearn.docx.

Weighting method adopted: e.g., ((D3/E3) + (D4/E4) + (D5/E5) + (D6/E6) + (D7/E7) + (D8/E8) + (D9/E9) + (D10/E10))/8

A weighted score is also produced in order to reduce the statistical bias resulting from the fact that some categories of skills are much larger than others. However, further investigation of the robustness of the methodology is not included in the present document. The weighted method suggests a score of about 68%, as compared to 66.0% when using the unweighted method.

I hereby claim to be able to speak at length about even the simplest of outputs, by drawing attention to salient features of a simple table. Imagine how much I would have to say about complicated things!

Don't worry, I can structure, prioritize, and write to both deadlines and maximum page counts, and respect presentation timelines. If you fear hundreds of pages of blather with little substance, just ask about summarizing 3000+ pages of UNDP project documentation into 10 short paragraphs in under two weeks, while occupied with self-study of Spanish. Do you need me to speak with people or computers, and in which language?

2.3 Capacities: Evaluation methodology, by classification/group for each skill

This section of the report presents the evaluation methodology. As seen above, eight groups of skills have been classified in the Microsoft CV: [Excel](#); [Word](#); [Powerpoint](#); [Outlook](#); [Access](#); [Social media](#); [Operating systems, hardware and networks](#); and [Extras](#). The internal hyperlinks can take you straight to your favourite MS Office skill set in one click. Three additional categories have been added to round out some basic skills which may be useful in a pinch.

The structure of this section is as follows. A table of skills is presented for each tool. Then, salient points are discussed after the table.

Table 2: Baselines and current status of Excel skills

Tool=Excel	Specific skill (bold denotes targeted for +1)	Current	Baseline
		(17/27)	(11/26)
	1. Tables, properly formatted for export or direct use.	1	1
	2. Build databases from diverse sources and ensure that data is formatted to facilitate ease of programming for any other statistical manipulation.	1	1
	3. Use datasets to produce diverse descriptive statistics; interpret descriptive statistics and probe data with various linear and non-linear modelling and/or regression techniques according to mainstream statistical methods or based on more rigorous investigation with reference to literature, etc.	1	1
	4. Statistical techniques for which able to describe and interpret data and outputs: - Cumulative distribution, binomial distribution, chi-square, kurtosis, skew, various types of tails, confidence intervals, covariance of various forms, exponential distribution, F-probability, F-test, log-normal distribution, percentiles, rank, Poisson distribution, standard deviation and its contribution to other	1	1

statistical indicators, t-tests and distributions, variance, etc.; use and interpret a variety of trig calculus outputs (eng.), financial modelling functions, etc. If Excel can do it, I can use it without making a mockery of statistical sciences.		
5. Simple techniques for reporting basic information about data, and when it might make sense to use them.	1	1
6. Average, count, extract a record, max value, min value, linear and non-linear transformations, additions, forex operations, scientific notation, formulas, transpose a table, sort data, use multiple worksheets/ workbooks .	1	1
7. Pivot tables.	1	1
8. Figures, with effective display, using multiple approaches when one is not enough given the limited table options available in Excel.	1	1
9. Present various accounting or financial forecasts and projections according to diverse numerical and/or graphical methods.	1	1
10. Document types, balance sheets.	1	1
11. Document types, invoices.	1	1
12. Advanced filters.	0	0
13. Sort data with filters.	0	0
14. Concatenate.	1	0
15. Import raw CSV data or tab delimited text.	1	1
16. Dashboards and Sparkline.	0	0
17. Use GoalSeek, DataAnalysis, Scenario Manager, and Solver to conduct analyses.	0	0
18. Conditional formatting.	1	0
19. Use VBA to write macros.	1	0
20. Use VBA to declare and use variables.	1	0
21. Use VBA to program loops including use of boolean operators and logical functions (if, or, and).	0	0
22. Use VBA to create data entry forms.	0	0
23. Use VBA for data validation upon data entry.	0	0
24. Use VBA to import and export data.	0	0
25. Use VBA to continuously expand sorting strategies.	0	0
26 .Use VBA to concatenate and string text together	1	N.A.
27. I have learned everything I can possibly learn from my colleagues about Excel to the point of having become the Excel God. Perhaps Gates will hire me to help prepare Excel for Gods.	0	0
Total score, current	17	Ref=11

We can see here that [Table 2](#) presents a list of specific skills in Excel (column 2), the capacities evaluation at the baseline (column 4), and the current status (column 3) for each specific skill using this tool. It is worth noting that I easily credit myself for being able to use practically every single built-in statistical function available. Yes, I copied the list. Yes, I can get a data series to pop out stats. Yes, with an MA in Economics and a strong background in the natural sciences, I had better have judgment in when it is suitable to use different statistics. Do you want the standard deviation of my scores by category? No! They are arbitrary categories. Without knowing the relative importance attributed to these skills by the hiring organization, why bother?

How far into matrix math do we need to go before I hit you over the head with my “IknowSQL,data&models.docx” CV? As opposed to people who learn Excel but don't have good knowledge of the tools, I have deep theoretical knowledge of all of these tools, made practical in the process of editing and/or translating nearly 100 studies in the last five years. I am a junior programmer at best. But can I use VBA for routine management of data for the production of reports which call data from external sources and are ultimately used to prepare reports in a reasonably nice layout like the one you are looking at? Yes. What more could you ask for in your Excel expert? Really though, my strength lies with words.

Table 3: Baselines and current status of Word skills

Tool=Word	Specific skill (bold denotes targeted for +1)	Current	Baseline
		(4/10)	(4/10)
	1. Content: summary report by country/region and topic.	1	1
	2. Content: literature review.	1	1
	3. Content: report projections and budgeting.	1	1
	4. Content: report on baselines, progress, targets, and provide constructive feedback.	1	1
	5. Create and modify: a table of contents, index, bibliography, cross references, bookmarks, etc.	1	0
	6. Mail merge, print envelopes and labels from a database. Macros: record, run, edit, copy, rename, delete, use to create and modify templates.	0	0
	7. Continuous refinement of formatting/layout strategies for visual appeal and clear communication of diverse information, including graphs, tables, images, etc.	0	0
	8. Content: new document types for strategy and process.	0	0
	9. Continuously refine of document format and structuring.	0	0
	10. I have learned everything I can possibly learn from my colleagues about Word to the point of having become the Word God.	0	0
	Total score, current	5	Ref=4

As though this document itself did not attest to the veracity of the above, the fairly low score of 5/10 observed in [Table 3](#) should serve as proof that there is no BS, even when there is BS. I hold myself to the highest of standards. You won't have to.

Table 4: Baselines and current status of Powerpoint skills

Tool=PPT	Specific skill (bold denotes targeted for +1)	Current	Baseline
		<u>(4/7)</u>	<u>(4/7)</u>
	1. Deliver slideshow presentation.	1	1
	2. Keep it simple on paper, because it might not be simple off paper.	1	1
	3. Import visual elements from other software, by screen capture if necessary.	1	1
	4. Focus on the task at hand, and use the .ppt or .pps as a means to an end, not an end unto itself.	1	1
	5. Experiment with possibilities if/when good ideas come up on how to present one or more ideas within a presentation.	0	0
	6. Teach Powerpoint how to structure my presentation.	0	0
	7. I have learned everything I can possibly learn from my colleagues about Powerpoint to the point of having become the Powerpoint God.	0	0
	Current total	4	Ref=4

[Table 4](#) does not speak for itself, so I will reframe the content somewhat. Powerpoint is pretty easy to use. No more than five points at a time. Keep the points simple. Any images can be imported from elsewhere. The snazziest presentation in the world cannot help someone with poor presentation skills: they need a coach, or maybe just practice, not a better .ppt.

I can share via Dropbox a sample presentation which proves these skills. It is a lesson on opportunity costs, a fundamental insight of economics, especially compared to accounting. The target audience is ESL students who are studying economics, so I focus on clarity rather than an engaging style in the recorded presentation. You may observe a combination of simple points and simple graphs which are used for reference when discussing the underlying concepts.

There are a million ways. Many of them will work.

Table 5: Baselines and current status of Outlook skills

Tool= Outlook	Specific skill (bold denotes targeted for +1)	Current	Baseline
		<u>(5/7)</u>	<u>(4/7)</u>
	1. Respond to an email promptly when necessary.	1	1
	2. Prioritize tasks.	1	1
	3. Send emails to one or many individuals or groups without setting up everyone to get spammed.	1	1
	4. Attach documents, such as marketing materials to diffuse to clients or partners, or perhaps files exchanged at interim or final stages of development.	1	1
	5. Be more reliably succinct and structured when writing emails. Less wordy.	1	0
	6. How to maintain client anonymity for analytical purposes when every interaction is tied to an email address that unaccountable government contractors can access.	0	0
	7. I have learned everything I can possibly learn from my colleagues about Outlook to the point of having become the Outlook God.	0	0
	Current total	5	Ref=4

[Table 5](#) is included in this report because Outlook is part of the standard MS Office package, and the evaluation methodology is primarily pre-occupied with framing skills in the context of what can be done with these basic office productivity tools. I prefer to use gmail, although I do not like that some hundreds of thousands of contractors at NSA, CSEC, etc. can basically read the contents at will. If you wish to maintain better security, I recommend hosting your own server and running your own email accounts. But for most purposes, Outlook will do.

This part of the evaluation methodology demonstrates that, while email is very useful in daily operations of business, it is an activity which requires judicious use of forethought and a sensible degree of paranoia in establishing sensible policies. You never know when you might accidentally hit “send” after finding the contact information of every print media editor in the country. Who knows what people would think after that!

Modus operandi: don't waste people's time. Take it upon yourself to be the judge of that.

Table 6: Baselines and current status of Access skills

Tool=Access	Specific skill (bold denotes targeted for +1)	Current	Baseline
		(3/4)	(3/4)
	1. Export data for use in other programs.	1	1
	2. Import data then export for use in other programs.	1	1
	3. Use other programs to manage a database.	1	1
	4. I have learned everything I can possibly learn from my colleagues about Access to the point of having become the Access God.	0	0
	Current total	3	Ref=3

[Table 6](#) is included to provide an extreme example of biased evaluation methodologies. It is very important in market research to be very aware that evaluation processes can be manipulated to give any result you wish. At the baseline, I scored 75% in Access, compared to well under 50% in both Excel and Word. Meanwhile, the reality of the matter is that I can do just about anything that most people know you can do with Excel and Word, whereas the only thing I can actually do in Access is point and click to extract or update data. I prefer to use Excel for smaller databases and Stata for larger databases. Most likely you do not have a license for Stata. If I need to learn Access, rest assured that I have fully internalized the lessons of graduate-level algebra and geometry, and it is truly a matter of reapplying some basic programming skills to make efficient use of this software.

If desired, this part of the evaluation methodology can be rejigged to resemble [Table 1: Baselines and progress](#). I would be happy to do so if the light at the end of the tunnel were to come in the form of the first of many regular paycheques. My education proves that I can learn. This document proves that I can set and meet targets. This sentence proves that I am open to suggestion in the setting of those targets.

Table 7: Baselines and current status of social media skills

Tool=Social media	Specific skill (bold denotes targeted for +1)	Current	Baseline
Social media		(2/3)	(2/3)
	1. Ability to create something of substance. Ability to find related people and things and click on pictures to exercise the verbs known as “friending”, “following”, or “liking”. Occasionally wonder what would happen if many hours a day were spent doing this. Then what? Mmmmmmm... wonder about people who do stuff like that. Then focus on content and engaging with those who engage with content. Regularly wonder whether clientele needs a daily reminder of your existence or if they have longer memory than that. Regularly wonder how to tie social media targets to organizational objectives/missions. Regularly wonder why we have opted for such an invasive version of the address book. Regularly produce content. Prove ability to recognize worthwhile content by partners and colleagues. Prove ability to respect the time of clients, partners, and colleagues when considering social media strategies. Prove ability to select groups, subgroups, and individuals to plan a bbq or meeting. Prove ability to engage in damage mitigation by legitimizing perspectives and tying things back to how you hope they might consider things. Prove ability to leave sarcasm to the offline world, especially in the working life persona.	1	1
	2. Minimal inclination to drag audience into your living room or mail room. Strong preference to find target audiences where they are and to engage with them where they are comfortable .	1	1
	3. I have learned everything I can possibly learn from my colleagues about social media to the point of having become the social media God.	0	0
	Current total	2	Ref=2

Comment [e4]: Make it sound wise, not like I have a bad attitude.

The contents of [Table 7](#) are designed to express the way in which I may at times engage in excessive use of sarcasm as a communication tool. I am aware of this. Do you want to put me in charge of your social media strategy given the above? Social media is a risk. Think it through. You can spend a million dollars to build a presence, but if the rest of your operation isn't doing their part then it can bite you in the behind in no time. Ask for my opinion. It is valuable. I have time.

Content, content, content. And responsiveness. The best in the business are not afraid of negative feedback. Negative feedback is where you will shine. Legitimize the complaint, address it head on, and get to the root of the issue. This is customer service 2.0. No more excuses. Solutions.

Content.

Table 8: Baselines and current status of OSs, hardware and networks skills

Tool=OSs, hardware, networks	Specific skill (bold denotes targeted for +1)	Current	Baseline
		(7/8)	(7/8)
	1 .DOS: can use command line to open a program.	1	1
	2. Windows 95, 98, XP, and 7: set up networks, manage file sharing/access on a network.	1	1
	3. Windows 95, 98, XP, and 7: routine maintenance towards resource optimization.	1	1
	4. Apple: set up networks, manage file sharing/access on a network.	1	1
	5. Replace or add additional hard disks, replace fan, obtain adaptors, etc.	1	1
	6. Daily backup (minimum).	1	1
	7 .How to use the yellow pages if the internet goes down and I need to get a computer fixed and the IT guy just went on permanent leave because there was an end to network maintenance and requests for technical support.	1	1
	8. I have learned everything I can possibly learn from my colleagues about OSs, hardware, and networks, to the point of having become the OSs, hardware, and networks God.	0	0
	Current total	7	Ref=7

[Table 8](#) is highly complementary to [Table 6](#), in that my grandmother would surely have had a very high evaluation of my skills in this regard, but in the context of professional specializations, it largely serves as a source of bias in the evaluation methodology.

The evaluation criteria are largely geared towards the needs of small businesses whose area of activity is primarily not 2.0. Many IT matters must be outsourced. The above activities are best managed by someone who knows what matters to your business.

Table 9: Baselines and current status of Extra skills

Tool=Extras	Specific skill (bold denotes targeted for +1)	Current	Baseline
		(14/20)	(14/20)
	1. Welcome clients in English.	1	1
	2. Entertain clients in English.	1	1
	3. Prepare contracts, marketing, planning in English.	1	1
	4. Arrange culturally relevant food and music.	1	1
	5. Welcome clients in French.	1	1
	6. Entertain clients in French.	1	1
	7. Prepare <u>final</u> contracts, marketing, planning in French.	0	0
	8. Arrange culturally relevant food and music.	1	1
	9. Welcome clients in Spanish.	1	1
	10. Entertain clients in Spanish.	0	0
	11. Prepare contracts, marketing, planning in Spanish.	0	0
	12. Arrange culturally relevant food and music.	1	1
	13. Welcome clients in Mandarin.	1	1
	14. Entertain clients in Mandarin.	1	1
	15. Prepare contracts, marketing, planning in Mandarin.	0	0
	16. Arrange culturally relevant food and music.	1	1
	17. Welcome clients in Portuguese.	1	1
	18. Entertain clients in Portuguese.	0	0
	19. Prepare contracts, marketing, planning in Portuguese.	0	0
	20. Arrange culturally relevant food and music.	1	1
	Current total	14	Ref=14

They always told me that language skills and cultural knowledge could prove important in the workplace. [Table 9](#) is included as a part of the MS Office assessment methodology to stand as evidence of the diversity of applications that this software suite can be used for.

Nothing is perfect, especially in domains of language and culture. Everything is perfect, especially in domains of language and culture.

2.3.1 Negotiability of reassigning assessment criteria and skills targets

The capacities evaluation methodology presented above is negotiable. The methodology may constitute an incomplete evaluation due to the restrictive classifications adopted in the Microsoft CV. Unfortunately, this means that a great panoply of software/tools have not been included. Alternative classifications of software/tools can be constructed for the purpose of evaluating current capacities and setting targets in response to regular evaluation of strengths, opportunities, threats, and weaknesses. If I applied for a position and you are not convinced that I have the required skills but are nevertheless interested, please have confidence that it will be easier to demonstrate capacities when it is clear precisely which skills are needed, and even more importantly, what they will be used for.

2.4 Extra-evaluation criteria

This subsection presents additional criteria, many of which are not specified in the above evaluation criteria but which I anticipate will be present on teams, by category of software/tool.

The list is not intended to be exhaustive, and is almost certainly constrained by the methodology adopted for the baseline and following periods. Some targets will be achieved sooner than others. At some stage, the list should be refined, as is made clear in [Table 1](#).

The remainder of section 2.4 refers to the Microsoft CV skills which I do not have, and which I may not need, but which I anticipate will be present on teams.¹

2.4.1 Excel on the Team

I hope that at least one member of the team will hold the following learning objectives if there is not already at least one person on the team who has mastered use of this tool.

- Continuous learning of data sorting tricks.
- What can you do that I should know about if I'm working with you?

2.4.2 Word on the Team

I hope that at least one member of the team will hold the following learning objectives if there is not already at least one person on the team who has mastered use of this tool.

- Merging, producing labels, and managing large volumes of letters.
- Continuous refinement of formatting/layout strategies for visual appeal and clear communication of diverse information, including graphs, tables, images, etc. to key clientele and partners. Please keep in mind that visual elements can always be imported, worst case scenario as screen shots.
- Continuous refinement of document format and structuring standards for diverse applications.
- What can you do that I should know about if I'm working with you?

2.4.3 Powerpoint on the Team

I hope at least one member of the team will hold the following learning objectives if there is not already at least one person on the team who has mastered use of this tool.

- How to teach Powerpoint to structure a presentation for me.
- What can you do that I should know about if I'm working with you?

2.4.4 Outlook on the Team

I hope that at least one member of the team will hold the following learning objectives if there is not already at least one person on the team who has mastered use of this tool.

- How to harvest email addresses for generalized and/or targeted spamming purposes. How to actualize the marketing hype of creating value for people as a mode of attracting and retaining clients who are worth having.
- What can you do that I should know about if I'm working with you?

¹ (Please skip to [section 3](#) if these words are sufficient to express that I respect that my colleagues have diverse areas of knowledge and that I am always open and willing to learn from them.)

2.4.5 Access on the Team

I hope that at least one member of the team will hold the following learning objectives if there is not already at least one person on the team who has mastered use of this tool.

- Some other software to do the same thing. Are you really working with that much data? I sure hope someone gave you permission to use it. If you manage that much data, probably Excel does not have good enough graphical options for your needs, even if you can coax it into doing the heavy lifting with the data.
- What can you do that I should know about if I'm working with you?

2.4.6 Social media on the Team

I hope that at least one member of the team will hold the following learning objectives if there is not already at least one person on the team who has mastered use of this tool.

- Substance.
- What can you do that I should know about if I'm working with you?

2.4.7 OSs, hardware, and networks on the Team

I hope that at least one member of the team will hold the following learning objectives if there is not already at least one person on the team who has mastered use of this tool.

- How to use the yellow pages if the internet goes down and a computer needs to be fixed and the IT guy just went on permanent leave because there was an end to network maintenance and requests for technical support.
- What can you do that I should know about if I'm working with you?

2.4.8 – Extras

I hope that at least one member of the team will hold the following learning objectives if there is not already at least one person on the team who has mastered use of this tool.

- Can do attitude.
- How to use the yellow pages, and knowledge of when that's all you need.
- Welcome and entertain clients, and prepare contracts, marketing, and planning in English.
- Arrange culturally relevant food and music.
- What can you do that I should know about if I'm working with you?

2.4.9 Replaceability = mobility

In short, as much as it is nice to be invaluable to the team, it is difficult to move in any horizontal or vertical directions within an organization if you are not replaceable. I am a natural learner and a natural teacher. I strive to devise systems and share knowledge which will make it easy for team members or new recruits to fill my shoes, whether by documenting processes or by sharing skills and knowledge. While I like variety, I have full confidence in my mental focus during repetition as proven to myself when maintaining an extremely high intensity of labour through long days spent picking fruit many years ago. I have also proven my ability to stick with a task through a number of research projects including a Master's thesis which the jury unanimously agreed deserved the best mark they could give it, and by drafting a summary report for UNECA which brought together almost 200 national development plans across 11 case studies to provide lessons learned over the last 50 years. Yet, I am young.

3. The close

3.1 Come get it.

If you want it, come get it. You already know I'm interested, and that's why I sent a CV. It's all bullshit. No bullshit. It's such good bullshit, it's real. How much more do I have to dance before you bat an eye?

The Microsoft CV is proof that I can make practical use of all skills listed above. For the classic CV, please refer to <http://www.inandoutofthebox.net/CV.pdf>.

If I sent you a cover letter with more than 2 lines in the body of the message, I *really* want the job. Otherwise, I'm hoping to at least crack a smile. I'm a little wordy, especially on paper. I don't like to waste anyone's time. Really, give the whole thing a read. **If you read the document a little more closely and try to pick it to pieces, you will find witty references to mistakes and/or shortcoming which most likely routinely crop up in your own work.** And then maybe you'll take a second look at that link just above and give me a call despite your misgivings of such innocuous mischief.

3.2 What I do these days.

Shall I prepare the presentation or deliver it? Well, if you want to work with the best, you might just find yourself proofreading. That's mostly what I do these days. You don't get the "the's" and "s's" right if any of the above is BS. Previous/current clients include the PEP Research Network, CESS Institute, CRES, UNICEF (3rd party), UNDP (3rd party), UNECA (3rd party), UNICEF-Tunisia, and World Bank. But I want some meat. Playing with herbs and spices is cool tricks, but it does not a meal make. Let's have a bbq, if you know what I mean.

This document is designed to land me one of those day jobs which comes with some basic benefits and a pension contribution and the like. Otherwise, why not just keep on freelancing?

We will both want to have a decent idea of how things will work out before committing. That takes time. Like, maybe 3 or 6 months, but really, that's not the kind of language you want to see on paper.

(Please review cover letter or personal CV for contact details. He/she is waiting for your call.)