

# INFORMATION MANAGEMENT ASSOCIATION

# MEETING MINUTES



25 February 2020 / 7:30 PM / BUSN 214

## ATTENDEES

E-Board & Members

## AGENDA

### Last Meeting Follow-up

- X

### New Business

- Club updates
- LinkedIn Workshop

## NOTES

- Club updates
  - Get your MIS T-Shirts this week
    - OPIM Innovate
    - 3:30PM to 4:30PM until Friday
  - Gladstein Lab Hours
    - 1:00PM to 3:00PM tomorrow 2/26
  - Open VR hours
    - In the Union (March and April)
    - Room 106A
    - Alternating Tuesdays and Wednesdays
      - More information to come
      - 3:30PM to 5:00PM Tuesdays
      - 11:00PM to 1:00PM Wednesdays
  - Alumni Reception
    - Tuesday, March 10th
    - 6:30PM to 8:30PM
    - Bus Leaves @ 5:30PM by South Entrance of Gampel
  - Ice Skating
    - Sunday
    - 6:30PM
  - OPIM Innovate
    - Booking fast

- Sign up soon if you are interested!
  - Blaze Fundraiser
    - Thursday 2/27
    - 6:30PM to 9:00PM
    - Bring a flyer with you
      - Digital or physical
  - Follow us on Instagram/Facebook, and Check out the Website!
    - Join our Group on LinkedIn! (IMA)
  - Pay Dues
    - \$10 per semester
    - Venmo: IMA-UConn
- LinkedIn
  - Everything should be relevant & updated
  - What to change:
    - Do you want your network to be notified of your work anniversaries and changes to your profile?
      - Set to No
  - Do not upload your resume
    - Too much personal information
  - Approach with caution
    - Make sure profiles look legitimate
    - Do not give social security number ever
    - If it seems suspicious, it probably is
  - Background picture
    - Make it unique & attention grabbing
    - Relate it to your field
  - Location
    - Should be where you are from
    - Do not use Storrs - too narrow
      - Make it more broad
  - About
    - Can make it factual or more of a narrative
      - Depends on personality
    - Use it to show passion
    - Don't make it too long
      - Highlight the most important things
    - Don't need to list skills
    - Emphasize key words
      - Ex. position titles
    - Write it out in Microsoft Word first
      - Spell check is very important
    - Only place where you can list future positions
      - Ex. internship you will have this summer
  - Job experience
    - Add the jobs you couldn't fit on your resume
    - Need action statements underneath each job listed
      - Can use the same ones from your resume
      - Bullet format - not paragraphs
  - LinkedIn Premium

- Unnecessary
- Be active
  - Follow companies
  - Comment on posts
  - Like your interests
- Add profile section
  - Accomplishments > Projects
    - You can add things from highschool
      - Ex. sports, extracurriculars
    - Experience section
      - Only for jobs/ work experience
  - Additional information
    - Request recommendations from people you have worked with
      - You are able to accept or decline these
    - Automatically gives you the option to write a recommendation back
- Skills section
  - Add everything you can
  - Hard and soft skills
  - Leadership is an important skill
    - Can still have leadership without authority
- Jobs section
  - Should be presenting jobs that are catered to you and yours interests
- Connections
  - Number doesn't matter
  - Keep it to people you actually know
- My network
  - When connecting with people
    - You should add a note to say where you met or something else connecting you to them

## ACTION ITEMS

- Continue to pay dues (\$10 per semester)
- Get your MIS T-Shirts
- Come attend!
  - Tech hours
  - VR hours
  - Blaze Fundraiser
  - Alumni reception
  - Ice Skating Event
- Follow our social media

## NEXT WEEK'S AGENDA

- Burns and McDonnell Meeting next week!

