

ADM 201.02 Key Terms

Digital Portfolio – A digital portfolio is a dynamic representation of your creations and work. It includes your finest products as well as those that may still be in progress.

Adobe Acrobat – Adobe Acrobat is a family of application software developed by Adobe Systems to view, create, manipulate, print and manage files in Portable Document Format (PDF).

Microsoft Office – Microsoft Office is an office suite of interrelated desktop applications (Word, PowerPoint, Excel, Outlook, Access, One Note, Publisher, etc.) servers and services for the Microsoft Windows and Mac OS X operating systems.

Adobe Dreamweaver – Dreamweaver is Adobe's main web development platform.

Adobe Flash – Adobe Flash is a multimedia platform used to add animation, video, and interactivity to Web pages.

Online Portfolio Website – Any of a number of internet based sites that feature the creation and/or storage capacity for professional portfolios.

Resume- A resume is a professional document that outlines your work experience, education, certifications/degrees, and honors to be shared with a potential employer. Resumes should focus on situations you saw, the actions you took, and the results of your efforts.

Biography – A biography is a written work that includes a sequential timeline of your education, work experience, significant accomplishments, and awards/honors.

Contact information – Contact information should include your first and last name, mailing address, phone number, and functional appropriate email address. Links to social media sites are not to be included.