



Retrieve Resume Books for Middlebury Institute Students and Alumni

Zócalo is the career management platform for the Middlebury Institute. Using your Employer account, you can post and update open positions, schedule interviews and information sessions, and browse student resumes and portfolios.

This guide will walk you through the three interactive steps of using Zócalo to:

1. Log into Zócalo
2. Generate and Search Resume Books
3. Download Published Resume Books

Step 1: Log into Zócalo

Log in at go.miis.edu/zocalo and select “Employer” as your user type.

You will see several login options available to you:

- Sign In
- Forgot My Password
- Register (with additional options)

Refer to our Login Instructions (go.miis.edu/login) for additional help.



Step 2: Generate Resume Books

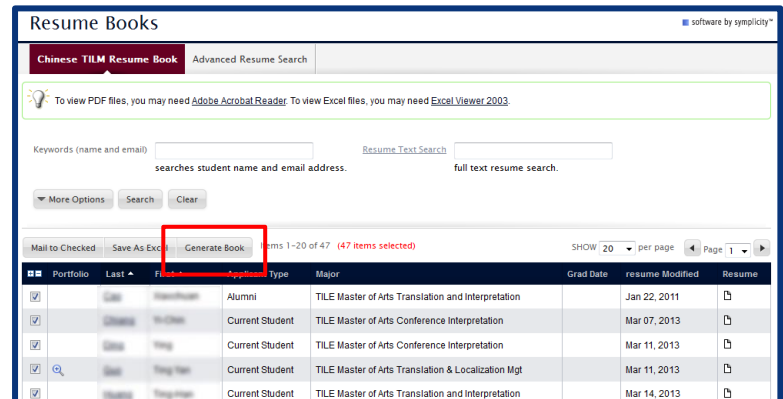
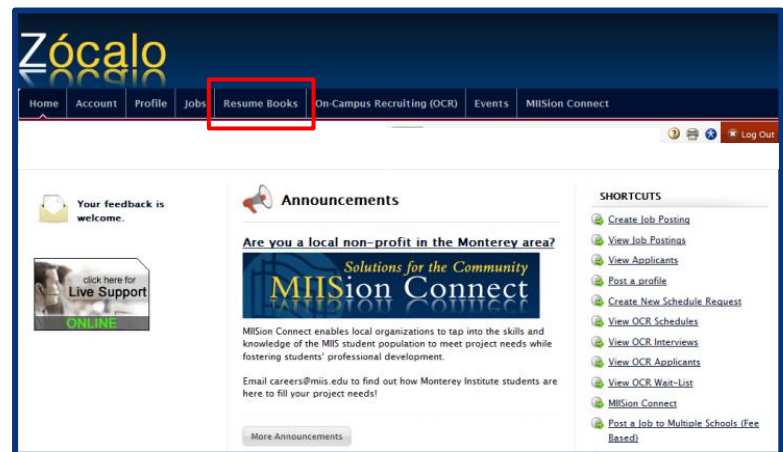
Go to the **Resume Books** tab.

Click the Resume Book that you want to generate from the list. Options are primarily organized by academic program.

Within the resume book, use the keyword search or “resume text search” to further narrow results based on skillset, language, graduation date, etc.

Generating a Resume Book with all candidates:
Click to select all candidates.

Once all desired candidates have been selected, click the “Generate Book” button.



You can modify the file name and options for PDF generation.

Check if the information is all correct before proceeding.

Select the “Submit Request” button to generate your Resume Book.

You will receive a confirmation message that you will receive notification via email. This is the email you used to register in Zócalo.

Step 3: Download Published Resume Books

Once you have received the email notification that your Resume Book has been published, you can either click the attachment in your email or go to the “Publication Requests” tab in Zócalo.

Publication Label	Publication Type	Status	Expiration	View/Download	Options
Resume Book: Chinese TILM Resume Book	Resume Book	complete	November 20, 2013		

Click the PDF icon of your Resume Book to either view and/or download.

Once you have confirmed that the Resume Book has a complete list, you can either download or print.

NO.	STUDENT	MAJOR(S)	GRAD DATE
1	Wenwen Guo	TILE Master of Arts Translation and Interpretation	
2	Xi Chen Cheng	TILE Master of Arts Conference Interpretation	
3	Ying Ding	TILE Master of Arts Conference Interpretation	
4	Ying Han Guo	TILE Master of Arts Translation & Localization Mgt	
5	Ying Han Huang	TILE Master of Arts Translation and Interpretation	
6	Wenwen Huang	TILE Master of Arts Translation & Localization Mgt	

Remember that we at the MIIS Center for Advising & Career Services are here to help guide you through this process! Please don't hesitate to contact our office (tbouras@miis.edu) with any questions.

Thank you for using MIIS for your employment needs.