

Louis Philip

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Objective: Computer Operator In A Reputed Firm

Professional Goals: ♦ To complete a Bachelor of Arts degree in Computer Systems.
♦ To become a computer programmer.

Highlights: Maintained one of the highest productivity records among computer operators.
Learned new systems and techniques quickly.
Demonstrated skill in training new operators.
Recognized as an excellent problem-solver and trouble-shooter.

Experience: *Abraham and Rach Corporation* *Bloomington, IL*
Computer Operator August 2003 to Present

- ♦ Operated computer and peripheral equipment to process business and engineering data.
- ♦ Supervised loading of peripheral equipment by peripheral equipment operators.
- ♦ Entered commands to clear computer system and start operation.
- ♦ Observed peripheral equipment and error messages displayed on terminal monitor to detect faulty output or machine stoppage.
- ♦ Entered commands to correct error and resume operations.
- ♦ Cleared equipment at end of operating run and prepared for next assignment.
- ♦ Recorded problems and actions taken.
- ♦ Assisted other operators encountering difficulty.

Office Systems, Inc. *Bloomington, IL*
Sales Representative June 2000 to July 2003

- ♦ Sold personal computers and software.
- ♦ Surveyed manuals and learned to demonstrate special features of hardware and software.
- ♦ Answered customer questions.
- ♦ Maintained displays and stocked shelves.
- ♦ Assisted service department workers with minor repairs when time allowed.

Education: *Bloomington Community College* *Bloomington, IL*
Associate of Arts in Computer Systems

- ♦ Earned 3.1 grade point average.

References: Available upon request