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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