

Senior Computer Operator

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Significant experience as a Desktop Support Analyst supporting Windows and Mac OS platforms within a 5000-person global organization. Managerial experience with proven initiative to implement change with positive results.

Skills

Citrix, Vmware, Cloud Computing, Windows, Cisco.

Work Experience

Senior Computer Operator

ABC Corporation - 1996 - 1999

- Printed claims and reports.
- Transmitted medical claims by PC and magnetic tape Contacted after hours support when needed.
- Verified processing and tape backup completed.
- Second shift (500PM to 200AM).
- Tape backups.
- Transmitted insurance claims by PC using various applications.
- Processed and printed insurance claims and reports.

Senior Computer Operator

Delta Corporation - 1994 - 1995

- Tape backups.
- Processing and printing daily/weekly/monthly reports.
- Process medical claims tapes.
- Transmitted claims by PC.
- Loaded Interface tapes.
- Managed tape library.
- Set up new data center for the southeast region in Charleston.

Education

Diploma - (Governor Mifflin High School - Shillington, PA)