

Robert Smith

Senior Computer Operator/Administrative

CONTACT DETAILS

1737 Marshville Road,
Alabama
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SKILLS

MS Office, Mainframe,
Application Support.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

PERSONAL STATEMENT

To obtain a responsible position as a Computer Operator, utilizing educational background and experience with a company that provides promotional opportunities and encourages professional growth within the company. Self-starter with high energy and high degree of stamina, outgoing, motivated by challenging situations, detail oriented and very organized. Maintains a record of being highly dependable and flexible.

WORK EXPERIENCE

Senior Computer Operator/Administrative

ABC Corporation - April 1996 - June 2015

Responsibilities:

- Monitored the Z9 system under ZOS.
- Executed batch processing through CA7 and AE9/OM8 scheduling package.
- Knowledgeable working with software ISPF, TSO, SDSF, JES2, MVS, OMEGAMON Responsible for resetting passwords and revoking mainframe IDs in RACF Re-routing printers at the plants and at client sites.
- Placed service call request or notified supervisors of equipment problems or failures.
- Reviewed completed jobs to ensure compliance with user agency specifications.
- Completed BSA training modules for each year employed.
- Recognized for perfect attendance 2 years in a row.

Senior Computer Operator

Delta Corporation - 1992 - 1996

Responsibilities:

- Operated IBM 4381 processor under OS/MVS, JES2 and VM/CMS.
- Executed production jobs in accordance with daily schedule.
- Monitored computer operations and general activity on system and Checked JCL to insure correct completion of jobs.
- Trained Computer Operators.
- Scheduled and monitored batch jobs using CA-7 on a MVS platform.
- Modified and verified production schedules for daily and weekend shifts.
- Printed and delivered reports generated from production schedule.

Education

BS- (COLLEGE OF LAKE COUNTY - Grayslake, IL)