

ROBERT SMITH

Associate Senior Computer Operator

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IT professional with more than 30 years of experience in the IT industry, in various positions. I have worked in the areas of Computer Operator, Production Control Analyst, Change/Release Manager, Applications Support Analyst, and Product Administrator. My experience was gained from working in a number of IT shops including Abbott Labs, Alliance Data Systems, and the State of Ohio.

AUGUST 1987 - FEBRUARY 1994

ASSOCIATE SENIOR COMPUTER OPERATOR - ABC CORPORATION

- Operated VAX, IBM & UNISYS mainframe systems with 2000 users at 250 remote locations.
- Provided front in user support.
- Managed computer/communications hardware.
- Handled additional obligations in Systems, Networks, Programming & Accounting.
- Coordinated production schedules; determine priorities.
- Developed computer operating instructions & training procedures.
- Interacted with batch processing; determine status of process & pending jobs.

1982 - 1987

SENIOR COMPUTER OPERATOR - DELTA CORPORATION

- Assist in shutdown (IPL) procedures and Tape drives scheduling Assist in system shutdown and upgrade Configure network printers, manage files, .
- st shift lead operator and backup to the 1st shift operator Monitored the daily work schedule of batch jobs running on the IBM mainframe system .
- Printed off reports on 2 IBM roll-feed printers and 1 IBM 4245 Impact Printer for special forms.
- Processed the ACH Fed-in File and Fed-out File; monitored AS/400 computer system and ATM Transaction/Passport Activity Log; performed Backups, swap .
- Identified significant discrepancy in dollar amounts when balancing EOD books.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

certificate in electronics - January 1995(sharp electronics facilities - Dallas, TX)

SKILLS

Electrical/mechanical/computer/industrial, Customer Service; Help Desk, set-up Implementation,project Management.