

WORK EXPERIENCE (Continued)

Senior Computer Operator, Bergen Mercy Hospital, Omaha NE (20xx – 20xx)

- Supervised shift operations and staff, trained employees, developed work schedules and monitored work performance.
- Operated IBM and Digital systems; identified and resolved problems to assure smooth and efficient system operations.

EDUCATION

MBA with Concentration in Management Information Systems

Bellevue University, Bellevue NE Expected Graduation: June 20xx

Bachelor of Science, Bellevue University, Bellevue NE (20xx)

Major: Computer Information Systems Minor: Business Administration
GPA: 3.45/4.00 GPA in major: 4.00/4.00 Dean's Scholar

Certificate in Computer Programming

Electronic Computer Programming Institute, Omaha NE (20xx)

TECHNICAL KNOWLEDGE AND SKILLS

C, C++, Visual Basic, COBOL	Windows 9x/200x/XP
Advanced Microcomputer Applications	UNIX/Linux
Management & Design of Database Systems	SQL
Relational Database Management	Microcomputer Graphics/Mapping
MS Office (Word, Excel, PowerPoint, Outlook, Access)	

REFERENCES AVAILABLE UPON REQUEST