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| OBJECTIVE | | |
|  | COMPUTER OPERATOR A position using proven technical skills. | |
| PROFILE | | |
|  | * Familiar with MS-DOS, Microsoft Windows, Microsoft Word, Microsoft Excel, and Microsoft Outlook. * Knowledge of PC setup and installation, as well as various peripherals, data entry, and file updating.   Experienced in system-operations training, collections, and customer service. | |
| EMPLOYMENT | | |
|  | U.S. Post Office, Forest Park, IL | 1999-Present |
| Parcel Post Distributor  Responsible for various post-office functions, including mail sorting. | |
| A. Datum Corporation, Calumet City, IL | 1998-1999 |
| Computer Sales Representative   * Trained staff and customers in computer-system setup and operations.   Gained excellent experience in system operations and various types of hardware and software. | |
| Woodgrove Bank, Riverside, CA | 1995-1997 |
| Collections/Assistant Manager   * Directed and maintained collection operations related to past-due credit card accounts, including credit checks and status reporting.   Assisted in training and supervising staff in all operations. | |
| Adventure Works, Lansing, IL | 1992-1993 |
| Sales Representative | |
| EDUCATION | | |
|  | Ivy Tech College, Gary, IN | 1993-1995 |
| Major: Marketing  Courses included business math, marketing, communications, and human relations. | |
| MILITARY | | |
|  | United States Marine Corps, Japan/Korea | 1988-1992 |
| NCO Corporal   * Supervised a crew of 10; duties included small-arms inventory and record keeping. * Earned various awards for excellent service. | |