135 S. Martin st.

Holyoke MA,

01040

Phone (413)322-9115

xscreamist@comcast.net

**James H. Duval Jr.**

**Objective**

A position which will allow me to utilize my computer, troubleshooting and clerical skills.

**Work History**

2011-Present NRCS Amherst, MA

Earth Team Volunteer Program

• Soil, water, and related conservation activities.

2006-2011 MassMutual, Springfield, MA

Computer Operator

• Responsible for daily maintenance, storage and vaulting of disaster recovery magnetic

media.

• Maintained 100% accountability for over 30 thousand pieces of magnetic media.

• Experience using Rumba, Mainframe, Outlook, Excel and TWS Maestro.

• Lean six sigma training.

2005-2006 Computer Wizards, Simsbury, CT

Computer Technician

• Provided good customer service.

• Diagnosed, repaired, and upgraded computers.

• Experience using Windows 7, Vista, XP, 2000, NT, 9x, DOS, Nortons Anti-virus,

McAfee, Spy-bot, Ad-aware, Outlook, Excel, Internet Explorer, Mozilla, Firefox, and

Microsoft office suite.

• Printer and copier repair.

2000-2005 Napa Auto Parts, Southwick, MA

Sales Associate

• Research and sales of automobile parts.

• Daily inventory management.

• Good customer support.

**Education**

Bachelors, Fine Arts Westfield State University Westfield, MA

Associates, Computer Sciences Holyoke Community College Holyoke, MA

• Graduated with honors