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[1420 WALNUT ST], [PHILADELPHIA, PA 19102]  
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## OBJECTIVE

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### COMPUTER OPERATOR

A position using proven technical skills.

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## SKILLS

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- Microsoft Office (WORD, POWERPOINT, AND EXCEL)
  - HTML, CSS, JavaScript
  - Python and Java
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## WORK EXPERIENCE

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**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*

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## EDUCATION

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**MCKINLEY CLASSICAL LEADERSHIP, ST LOUIS, MO** 2012-2016

GPA: 3.200

HIGH SCHOOL

**[Temple University](#), PHILADELPHIA, PA** 2016-2020

*Major: Computer Science*

Courses include Calculus, Java, Mathematical Concepts in Computing

GPA: 4.000

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## OTHER INFO

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References available upon request