

**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)

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**REFERENCES AVAILABLE UPON REQUEST**