**IM A. SAMPLE VI *Page Two of Two***

# 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