

Computer Operator Resume Example

Sample Computer Operator Resume

A sample computer operator resume is given along with this article. Mr. Richard Anderson is the respective candidate applying for the post. In this kind of resume candidate's background summary plays an important role so; the concept of this is duly comprised with this sample computer operator resume.

Richard Anderson

1234, West 67 Street,

Carlisle, MA 01741,

(123)-456 7890.

Academic Background

- Obtain Bachelor of Arts degree from the California University, California in the year of 1994. The course was emphasized on Law and economics, monetary assumption and statistics.

Computer Programming Skills

- Operating Systems: Windows9X, Windows2000, Windows ME, Windows XP, Windows Vista, Linux, Unix, MS DOS
- HTML Editing Tools: Macromedia Dreamweaver, Microsoft FrontPage, Adobe GoLive
- Graphics Tools: Macromedia Flash, Macromedia Fireworks, Adobe Photoshop, Adobe PageMaker, Adobe Illustrator, 3D Max, Bryce 3D
- Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express
- Programming Language: Pascal, Turbo Pascal, C, C++, Java, Java Swing, Python

Office Supported Skills

Have known with various useful methods of

- Accountancy
- Multi line telephone controlling
- Documentation and filing
- Knowledge for handling quality photocopy machines and the fax machines
- Have known with Microfiche

Professional Excellence Summary

- Have the potential for an effective client support personnel.
- Skilled in database repairing along with trouble solving skills.
- Can work under the tough deadline.

- Have comprehensive communicating skills and due business practices.
- Obtained fifth place in Florida Financial and Administrative Accomplishment award.
- Last year 'Year Book ' editor for the McCain Company.

Professional background

1998- Present date: Work as the computer operator for the McCain Company, Florida with the following responsibilities

- Provide quality back up processing at the end of the each day.
- Offer regular office assistant duties.
- Provide various methods of accounts as the account receivable in-charge such as billing and invoicing.
- Provide necessary changes in computer operating systems and accumulating the records.
- Supply various features of data entry and documentations.

1995- 1997: Acted as the computer operator for the Morris Green Academy, New Jersey with the following responsibilities

- Worked as an assistant to the office manager in-charge.
- Provided vital role playing in the operating of the systems.