ROBERT SMITH

Computer Analyst (Intern)

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Looking for a challenging Computer Systems Analyst position which would utilize my experience and education, with an opportunity to advance. Willing to relocate.

CORE COMPETENCIES

Hardware Troubleshooting & Repair, Managing and Prioritizing Helpdesk Ticketing Systems

PROFESSIONAL EXPERIENCE

Computer Analyst (Intern)

Saint Joseph Hospital - March 2017 – Present

Key Deliverables:

- Execute various production job streams according to pre-established schedules and documentation.
- Perform system backups, nightly processing, and special on demand processing request.
- Provides technical support to end-users related to pc and lan environment.
- Responsible for data input, running batch files and printing of commercial and consumer invoices
- Automated data switching center operatorsupervisor Fort Huachuca, Az.
- Supervision and operation of mainframe digital computers to receive, process, install and forward data communications.
- Assignment of computer and peripheral equipment for online processing, preparation of messages for encoding, the operation of off-line message processors and teletypewriters as well as the operation of the station.

Computer Analyst Intern

ABC Corp - Sep 2016 – Mar 2017

Key Deliverables:

- Analyzed data processing requirements.
- Developed layout and installation of new system or modification of existing system.
- Conferred with data processing and project managers.
- Evaluated need for security and access restrictions in order to determine hardware configurations.
- Analyzed information to determine, recommend and plan layout for type of computers, peripheral equipment and modifications to existing system.
- Entered data into computer terminal to store, retrieve and manipulate data for analysis of system capabilities and requirements. Trained users to use new and modified equipment.
- Monitored functioning of equipment to ensure system operated in conformance with specifications.

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EDUCATION

- Bachelors of Science in Business Information Systems - March 2016(DeVry Institute Of Technology - Decatur, GA)

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