

# Computer Lab Attendant

## ROBERT SMITH

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### Objective

Experience using the internet as a tool for research Research papers and essays Cross-cultural competence with the ability to evaluate cultural and language appropriateness.

### Skills

Reporting, Microsoft Office Suite, Customer Experience.

### Work Experience

#### Computer Lab Attendant

**ABC Corporation** - 1999 - 2000

- Additional brochures to be distributed to all the branches of the restaurant.
- Controlled substance abuse in the Netherlands for independent companies.
- Provided support by monitoring the activities within the computer lab to ensure proper use of equipment.
- Assisting residents in the general use of computer software programs.
- Knowledge of PC, MAC, and perform general office duties.
- Conducted hourly walkarounds.
- Delivered paper to various departments in the university.

#### Computer Lab Attendant

**Delta Corporation** - 2011 - 2012

- Made use of problem solving skills to help end users with technical issues, Familiar with Mac and PC desktop computer operating systems.
- Assist students with computer homework (Microsoft Office suite).
- Answer software and computer operation questions.
- Maintain updated software on lab computers.
- Provide a wide range of technical computer support to faculty and students at Portland State (and at times to non-student community members who use .
- Work with a diverse team from a variety of backgrounds daily.
- Problem solving, monitoring & training people on computer operating programs.

### Education

certificate - (Seattle Central Community College - Seattle, WA)