

Robert Smith

Computer Lab Monitor

PERSONAL STATEMENT

Specialized in areas such as Penetration Testing, Network Security, Cyber Security, Information Assurance (IA), Security Assessment & Authorization (SAA), Risk Management, System Monitoring, Regulatory Compliance, Physical and environmental security, Project Management, Incident Response, and Disaster Recovery.

WORK EXPERIENCE

Computer Lab Monitor

ABC Corporation - September 2007 - December 2010

Responsibilities:

- Oversaw campus computer lab.
- Prepared and closed the computer lab for public.
- Experienced with Microsoft Office Suite, Quick Books, and DreamWeaver.
- Asked for help when needed to learn new skills.
- Ensured students follow policy and procedures of the Open Computer Labs.
- Provided general help with computer operation and software features (printing, saving, and retrieving documents).
- Kept equipment clean(monitors, computers, desks, and whiteboards).

Computer Lab Monitor

Delta Corporation - 2004 - 2007

Responsibilities:

- assisted students with assignments and general assistance with computers and computer software.
- Watched to see the lab rules were followed.
- Solved patron problems and improved communication and problem solving skills.
- MS Office and Mac based programs problem solving experience.
- work study) Monitored computer lab on campus, made sure rules were being followed and assisted fellow students with computer applications, homework, .
- Helped students with basic Editing, made sure they were following rules when working in the lab.
- Monitored the computer lab Helped students struggling with assignments Assisted students in questions or problems.

Education

Associate Of Science

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Java, C++, ARM
Assembly, Python,
Python.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)