

# Robert Smith

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## Computer Lab Monitor

### SUMMARY

To obtain a part-time Computer Lab Monitor position with an emphasis on Sales Support/Office Management utilizing extensive experience and skills. Productive in contributing effectively towards the objectives of a team, and is able to share knowledge, ideas, and information.

### SKILLS

Customer Service, Clerical Skills.

### WORK EXPERIENCE

#### Computer Lab Monitor

ABC Corporation - August 2006 - April 2008

- Performed various routine clerical duties, which may include but are not limited to typing forms, records, reports and correspondence.
- Entered and retrieved computer data.
- Copied and filed documents.
- Sent and received faxes and e-mails.
- Answered the telephone.
- Responded to inquiries and requests for assistance from school personnel, parents, and the general public.
- Attended training and meetings as appropriate to enhance job knowledge and skills.

#### Computer Lab Monitor

Delta Corporation - 2003 - 2006

- Providing peer assistance with using computer software, computer related questions and with retrieving log-in information within a busy college .
- Monitoring of computer lab use and equipment; Report all concerns to computer center staff or security immediately.
- Offered technical assistance to students in a designated computer lab Fixed hardware-related problems with printers and computers Assisted in .
- Maintained a neat and orderly appearance of the computer lab, answered any questions from lab patrons, solved any minor IT issues if possible or .
- Perform computer and customer service related duties in an office setting.
- Monitored daily student activity in computer lab.
- Logistically facilitated computer updates.

### EDUCATION

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