
Computer Trainee Resume

Job Objective

To secure a Computer Trainee position in which my experience and skills can aid in the development of company and enhance my career in the process.

Highlights of Qualifications:

- Profound knowledge of data processing equipment
 - Proficient with personal computers and word processing, spreadsheet and database programs
 - Excellent computer skills
 - Excellent written and oral communication skills
 - Strong ability to work independently
 - Exceptional ability to work in a fast paced environment
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Professional Experience:

Computer Trainee
Fairfield Technologies, Inc., Lexington, KY
January 2009 – Present

- Detected procedures to debug computer errors.
- Made adjustments to computer equipment with help of operating procedures.
- Worked with staff to provide quality customer service.
- Operated printers, tape drives and other peripheral devices.

Computer Trainee
The Computer Merchant, Ltd., Lexington, KY
March 2004 – December 2008

- Monitored and controlled computer in compliance with established standards.
 - Operated and monitored systems performance.
 - Ensured timely documentation and delivery of reports.
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Education:

Bachelor's Degree in Computer Science
Our Lady of the Lake University, San Antonio, TX

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