

# Maxine Curry

## Computer Operator

### AREAS OF EXPERTISE

*Systems Administration*

*Server Support*

*Server Backups*

*Data processing*

*Software support*

*Computer operations*

### PERSONAL SUMMARY

A technically minded Computer Operator who has extensive experience of operating multipurpose, multi-tasking computer systems. Maxine is someone who will always make the most efficient use of a computer and its peripheral equipment. She has the ability to install and configure software, administer user accounts, and manage disk usage in any fast paced and multi-faceted working environment. On a personal level, she is able to think clearly, logically and make split second decisions. Right now, she would like to work for a company that is looking for the best & brightest to join them.

### WORK EXPERIENCE

#### *Company name – Location*

COMPUTER OPERATOR      Jun 2013 – Present

Responsible for performing day-to-day maintenance of Computer hardware such as printers, hard-drives and other related equipment.

#### *Duties:*

- Monitoring the operation of various servers, hosts systems and network components.
- Resolving user problems by answering questions and requests via phone and email.
- Cleaning, adjusting, tweaking and making minor repairs to computer equipment.
- Providing first-level support to users by following long established procedures.
- Responsible for the daily start-up and nightly shutdown of the company's IT system.
- Operating computer consoles and peripheral equipment in a safe & professional way.
- Answering questions from other staff members on IT issues, concerns and problems.
- Providing expert guidance, mentoring and coaching to junior Computer Operators.
- Monitoring the temperature of the room where the computer servers are stored.
- Covering the IT support desk during busy periods when there is a rush of queries.
- Determining the scope of any IT problems and then prioritizing them accordingly.
- Ensuring that all data is secured and that there are no breaches of confidentiality.

### PROFESSIONAL

*French speaker*

*First Aider*

### PERSONAL SKILLS

*Passionate*

*Forward thinking*

*Focused*

*Hard working*

*Company name - Location*      JOB TITLE      Dates (i.e. Aug 2011 – Jun 2013)

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### KEY SKILLS AND COMPETENCIES

- Installing new system applications & enhancements to both large & small networks.
- Assessing the potential consequences of any changes to any existing IT systems.
- Reporting to senior managers on the status of network and peripheral equipment.
- Have broad knowledge of data processing procedures, processes and best practise.
- Actively working hard to keep my technology skills current and up-to-date.
- Superb talker with effective verbal, face to face and written communication skills.

### CONTACT

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*Driving license: Yes  
Nationality: British*

### ACADEMIC QUALIFICATIONS

*Nuneaton University*      **2008 - 2011**  
BSc (Hons)      Sales Management

*Coventry Central College*      **2005 - 2008**  
A levels:  
Maths (A) English (B) Technology (B) Science (C)

**REFERENCES** – Available on request.



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