

Keypunch Operator (Data Entry Keyer)

KEVIN CLEON

34 North Avertine Boulevard Akron, Ohio 43907 (216) 762-0987

EXPERIENCED KEYPUNCH OPERATOR with both technical school and on-the-job training in computers seeks position that leads to widened computer responsibilities. One year of college. High school diploma.

EXPERIENCE: Three years' part-time and full-time keypunch experience plus peripheral background with printer and tape reader. Served as tape librarian.

May 1989 to present
MERRICK STANDARDS COMPANY, INC., Akron, Ohio.
Heavy experience. Oriented to all alpha and numeric tape systems. Trained in maintenance and troubleshooting. Twice commended for mechanical problem solving. I am seeking position with wider computer challenge.

May 1988 to May 1989
SHELDON REPORTS, INC., Newark, Ohio.
IBM System 3742 experience on five-hour nightshift while attending Dennison University. Experience convinced me that my career lies in computers. Left for full-time computer work.

EDUCATION: One year collegiate training in economics and three months training in computer basics.

1988 to 1989 DENNISON UNIVERSITY, Granville, Ohio.

March to May 1987 SCIOTTA TECHNICAL INSTITUTE, Columbus, Ohio.

1982 to 1986 GRANVILLE HIGH SCHOOL, Granville, Ohio.
Academic diploma; electives in typing and all other office machines.

INTERESTS: Mathematics, science, electronics.

REFERENCES: References available on request. Willing to relocate.