Skills

Able to read Spanish.

Activities

Designed posters for M.I.T. Lecture Series Committee.
Competed at the 1989 National Unicycle Meet.
Tutored for Computer Science at Wellesley College.

Ruth Lynn Seltzer

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Education

Sept. 1986–June 1990 — Wellesley College — Wellesley, MA
Bachelor of Arts Degree in Psychology.
Minor in Computer Science.

Computer Skills

Operating Systems
1 year using MIT Project Athena, 4 years Unix™ (BSD 4.3, ULTRIX 4.0), 5 years MS-DOS, 2 years TOPS-20, 3 years CP/M, 5 years AppleDOS, 3 years VMS.

Hardware Platforms
DEC VAX, IBM RT, IBM PC, DECSystem 20, Apple II, DEC Rainbow, DEC PDP-11.

Languages
Pascal, BASIC, 6502 Assembly, VAX Assebly, LOGO.

Software Packages
Lotus 123, SuperCalc, VisiCalc, Dbase, Wordperfect, Display Write, WordStar, Latex, emacs, edt, DigiPaint.

Work Experience

1987–Present — Massachusetts Institute of Technology — Cambridge, MA
Wrote manuals for staff training and introductory guides for faculty and student use. Supported computers used for Electrical Engineering and Computer Science Department courses and faculty.

Summer 1989 — Creative Temporary Agency — Plainview, NY
Assignments completed:

Fairchild Weston – Compiled documention for computerized weapon training systems.
NEC America – General office support.
Lincoln Savings Bank – Mortgage Processing.
Loral – Accounting.

Summer 1989, 1987 — Jerome I. Silverman Company, CPA. — Plainview, NY
Developed and documented database software to track incoming mail, sales and inventory and trained personnel on use of these programs. Prepared a computerized forecasting model for profits and losses and documented how model could be extended.

Summer 1986 — Syosset Central School District — Syosset, NY
Managed stage production of summer theatrical production.

Summer 1983–1985 — Participated in summer theatrical productions as stage crew member. Instructed students in set construction.

Summer 1986 — McDonalds Restaurant — Syosset, NY