Ruth Lynn Seltzer

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Medford, MA 02155
(617) 395–8244

Education

Sept. 1986– June 1990	WELLESLEY COLLEGE Bachelor of Arts Degree in Psychology. Minor in Computer Science.	WELLESLEY, MA

Computer Skills

Operating Systems
1 year using MIT Project Athena, 4 years Unix^{TM} (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, Amiga.

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

Software Packages
Lotus 123, SuperCalc, VisiCalc, Dbase, Wordperfect, DisplayWrite, WordStar, Scribe, Latex, emacs, edt, DigiPaint, Microsoft Windows, SPSSX.

Communications
TCP/IP, DecServer, Internet mail, Kermit.

Work Experience

Mar 1991-Present	BADGER ENGINEERS, INC. Project Secretary for McNeil Technical Center Project. Secretary for IFG Purchasing Department.	CAMBRIDGE, MA
1990-Feb 1991	ECCO-STAFFBUILDERS TEMPORARY AGENCY Assignments completed: Badger Engineering – Word Processing Department. Badger Engineering – Project Secretary for Chevron PAR Project.	CAMBRIDGE, MA
1987-1990	MASSACHUSETTS INSTITUTE OF TECHNOLOGY 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.	CAMBRIDGE, MA

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.
Instructed students in set construction.

Summer 1983–1985 — Participated in summer theatrical productions as stage crew member.

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.