

Mary (Mori) L. Leslie  
8836 Gail Ave.  
Juneau, Alaska 99801-9181  
907-635-6564

**Employment History :**

**Southeast Rehabilitation Services** **July 1993 - 1997**  
Research client job information and labor market data. Assist in preparation of reports for Alaska Workers' Compensation board and attorneys. Type and proofread reports and correspondence.

**Espresso Copy** **March - August**  
1996  
Computer graphics; design and create business cards, brochures, and related items.

**Bullwinkle's** **September -**  
October 1995  
Bartender; serve beer, wine, soft drinks, bus tables, cash register, clean.

**Type-Write Services** **December 1994 -**  
January 1996  
Transcribe medical and physical therapy notes and correspondence.

**State of Alaska, Retirement & Benefits** **July -**  
October 1993  
Created data entry screens using Paradox for Windows. Responsible for entering data for department. Temporary position.

**Diversified Services** **March 1993 -**  
June 1993  
Data entry, mostly numeric, for the State of Alaska.

**Digital Equipment Corporation (Santa Clara, CA)** **1980 - 1992**  
**1990 - 1992 Information Systems Specialist**  
Responsible for installation, upgrades and maintenance of system and application software and hardware. Provided user phone support for Customer Services and various applications.

**1988 - 1990 Lead Operator/System Manager**  
Supervised operations in multi-million dollar data center. Managed networked mainframe and minicomputer systems. Responsible for all backups, maintenance, productions jobs, inventory and disposition of hardware. Supervised and trained operators as well as provided ongoing technical direction and support. Directed recovery from 1989 earthquake.

**1984 - 1988 Senior Computer Operator**  
Ran production jobs, backups, and restores, and maintained tape library. Wrote and maintained operations programs and documentation. Trained and supported users and other operators.

**1980 - 1984 Customer Response Representative**  
Resolved customer issues and complaints. Initiated corrective action to ensure customer satisfaction and repeat business. Maintained call

statistics. Wrote and presented courses on resources, customer interaction and support, and project management.

**Computer Related Experience:**

CorelDraw & Photopaint, DCL (Digital Command Language), Excel, HTML (Hyper Text Markup Language), Lotus WordPro, MSDOS, Paradox for Windows with ObjectPal, VAX/VMS, Word for Windows, WordPerfect