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# **DATABASE ADMINISTRATION PROFESSIONAL**

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*Energetic, analytical, and results-oriented professional with more than ten years of experience in database development and project management seeking challenging position where talents and experience will contribute to achieving company goals. Qualified to play an integral role in developing and implementing new database technologies. Adept at managing multiple responsibilities simultaneously. Equally effective in communicating with various departments within the company. Ready to take on supervisory duties. Able to work autonomously or as part of a team. Self-starter who initiates personal knowledge of current technologies and all aspects of company business and needs.*

## **▪ KEY AREAS OF EXPERTISE ▪**

- **Data Analysis and Reporting**
- **Database System Development**
- **Project Management**
- **Systems Maintenance and Improvements**
- **SQL and CRM Applications**
- **Cross-functional Applications**
- **Problem Solving and Troubleshooting**
- **System Efficiency Improvements**

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## **PROFESSIONAL PROFILE**

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- Communicate technical and complex information easily and concisely.
- Able to quickly and independently learn and apply new technology.
- Demonstrate diagnostic, negotiating, and collaborative problem-solving skills.
- Skillfully translate company needs into concrete solutions in fast-paced work environment.
- Offer solid track record based on professionalism, tenacity, thoroughness, and dedication.
- Initiate thorough familiarity with all industry practices, standards, and protocols.
- Meet or exceed all assignment requirements and deadlines.
- Possess excellent interpersonal skills; work well with management, colleagues, and clients.
- Excellent organizational, communication, and analytical skills.

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## **EMPLOYMENT HISTORY**

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**Hastings-on-Hudson, UFSD, Hastings-on-Hudson, New York**  
**Database Manager/CIO**

**2008 – 2010**

- Lead database conversion from extraction of data from old student management information system (SMIS), SASI to complete rollout of the new system, eSchoolData. Data extraction involved use of MS SQL, Microsoft Access and Excel. Set-up eSchoolData for use including school calendar, school period times, courses and schedules, registration, absences, health alerts and immunizations, staff, security and permissions.
- Act as point person for school district personnel regarding issues about new software and how it parallels the old system they are familiar with. Ensure that school district needs and expectations for the new software are addressed.
- Serve as liaison between vendor support and school district personnel so that troubleshooting can be described in the most accurate manner.
- Schedule appropriate training for use of new software.
- Automate transfer of daily MS Access extract of SMIS to SQL Server and store prior extracts.
- Solely manage the student information system and ensured that it was the sole repository of all school information,
- Generate reports in including transcripts, mid-year and current course reports using Crystal Reports.

- Design emergency binder report, which is a summary of a student's emergency and contact information, and generate bi-monthly. This is the report that is brought by the school offices with them in case of an evacuation.
- Responsible for school district's part of the state reporting process including demographics, enrollment, programs, assessments, Special Education snapshots and chain of events. Qualify and correct data so that the ensuing reports such as the PD Reports for special education, NYSTART reports and other state reports are accurate.
- Analyze data trends in enrollment, testing and other pertinent or requested information.
- Prepare health reports that are used by the nurses to meet State Reporting regulations including immunizations, BMI, physicals and dental.
- Provide data to upload in Destiny, Connect-Ed, Horizon, photographers and other information needed internally within the school district or for external requests.
- Qualify the students for the National Honor Arts Society and other school memberships based on their grades and credits earned.
- Verify residency of students for billing purposes.
- Streamline registration process and develop forms.
- Update database by populating forms with information from database and sending them out to parents/guardians for verification.

**Institutional Investor**, New York, New York

**2000 – 2008**

**Database Administrator**

- Serve as project manager for database systems upgrades and testing, including successful rollout of database conversion from Microsoft Access and Act! to MS SQL in Onyx/Goldmine database applications.
- Develop, maintain, and normalize logical schema, physical records, develop and revise T-SQL and SQL objects, stored procedures, queries, triggers from analysis of raw data to meet management and colleague reporting needs using Crystal Reports, SQL Reporting, Analysis and Scheduling Services.
- Develop, design, model databases and ensure databases run efficiently to provide accurate and timely business intelligence and prepare detailed physical and online reports for management and colleagues.

**Central Conference of American Rabbis**, New York, New York

**1997 – 2000**

**Administrative Assistant**

- Developed, implemented, and maintained database for membership information.
- Managed all day-to-day office operations and administrative functions for executive staff.

**Mac Felder Plumbing**, New York, New York

**1996**

**Administrative Assistant and Bookkeeper**

- Assisted with computerizing entire accounting system.
- Managed payroll, accounts payable and receivable, and all day-to-day administrative tasks.

## COMPUTER SKILLS

Programming – Transact-SQL

Database Design and Administration – MSSQL, MS Access

Business Reporting – MSSQL Reporting, Analysis and Job Scheduler Services, Crystal Reports, MS Access, Excel, and Word

Customer Relationship Management – Business Objects, Goldmine, ONYX, EDEN in-house program

Software Installation – MSSQL, upgrades/conversions

## EDUCATION

**Bachelor of Arts, Philosophy** – University of the Philippines, Quezon City, Philippines

Also completed extensive courses in Industrial Engineering.

## REFERENCES

Available upon request.