CARLA JENSEN
Database Assistant Resume

@ Email   ⚲ Location

SUMMARY

Detail-oriented database assistant with excellent analytical and problem-solving skills. Experienced in managing and maintaining extensive databases. Proficient in SQL and data analysis tools. Looking for an opportunity to utilize my skills and grow my career.

EXPERIENCE

Lease Database Assistant

Netsuite Inc.

📅 2019 - 2022   ⚲ London, UK

Maintained the extensive database of property leases, ensuring compliance with IFRS 16 and local GAAP resulting in error-free records.

- Managed the NetLease database, part of Netsuite, resulting in improved efficiency and accuracy.
- Liaised with the UK and Europe development teams to ensure leases are recorded correctly, resulting in reduced errors and improved collaboration.
- Assisted the country Financial Controllers on operating lease and financing lease queries, resulting in faster resolution of issues.

Database Administrator

ABC Corporation

📅 2017 - 2018   ⚲ New York, USA

Managed and maintained extensive databases, ensuring optimal performance and data security.

- Developed and implemented data management policies and procedures, resulting in improved data quality and integrity.
- Performed regular database backups and recovery procedures, resulting in reduced risk of data loss and improved disaster recovery capabilities.
- Monitored database performance and implemented optimizations to improve efficiency and performance, resulting in faster data retrieval and processing.

Data Analyst

XYZ Inc.

📅 2015 - 2017   ⚲ San Francisco, USA

Analyzed large datasets to extract meaningful insights and provide actionable recommendations.

- Developed and maintained SQL queries to extract data from multiple databases, resulting in improved data accuracy and reduced errors.
- Performed data cleaning and preprocessing tasks to ensure data quality and consistency, resulting in improved analysis accuracy.
- Collaborated with cross-functional teams to identify data-driven solutions to business problems, resulting in improved business outcomes.

STRENGTHS

💡 **Data Management**

Maintained and optimized databases for a portfolio of 50 clients, resulting in 20% increase in query efficiency

🧠 **Problem Solving**

Resolved database issues for 10 clients within a tight deadline, resulting in 100% client satisfaction

⚡ **Teamwork**

Collaborated with cross-functional teams to streamline data transfer process, resulting in 30% reduction in processing time

SKILLS

Data AnalysisDatabase ManagementSQL Microsoft Excel

ACHIEVEMENTS

❤️ **Database Optimization Project**

Led a team of 5 in optimizing a database for a client, resulting in 50% increase in query efficiency and $100,000 in annual cost savings

🧠 **Process Improvement Initiative**

Implemented a process improvement initiative that reduced processing time for a client by 40%

AWARDS

⚡ **Outstanding Performance**

Recognized for outstanding performance in data management by company's CEO

⭐ **Employee of the Month**

Awarded Employee of the Month for exceptional problem solving and teamwork skills