

JESSICA CLAIRE

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Professional Summary

Proactive Database Administrator with 5 years of experience in database development and production environments. Proven skills in security management, database maintenance and establishing backup and recovery processes to safeguard data. Excellent presentation and communication skills, Motivated self-starter consistently meets deadlines and succeeds in high-pressure environments.

Skills

- T-SQL
- Share script
- Visual Studio
- Microsoft Azure
- Microsoft SQLserver
- ETL / OLAP / OLTP
- DATAWAREHOUSING
- SSMS / SSRS / SSAS / PowerBI
- Microsoft PowerShell
- Writing queries
- Data conversion and migration
- Database analysis
- Data testing
- Database administration
- Document management
- Root cause analysis
- Presentations
- Customer needs assessment
- Microsoft SQL
- Implementing security measures

Work History

SQL Server Database Administrator, 01/2019 to Current

Jacobs Engineering Group Inc. – Long Island City, NY

- Specified user access levels for each database segment to protect database integrity and company information.
- Assessed customer needs and goals through communication and system evaluations to modify existing databases for personalized customization.
- Developed and implemented security initiatives to protect important company data.
- Wrote scripts and processes for data integration and bug fixes.
- Tested and modified databases to determine and correct issues thereby minimizing downtime.
- Defined database design specifications based upon project requirements.
- Created data verification and testing methods to resolve updates and patches issues and prevent glitches.
- Upgraded SQL Server 2012 servers to SQL Server 2019 with both In-place and Side By Side Upgrade for new applications in the company
- Created and managed database reports, visualizations, and dashboards.
- Developed processes for optimizing database security.
- Configure and setup High Availability and Disaster Recovery, database mirroring.
- Interface with developers, network, virtualization, storage and systems operations teams to resolve problems with applications and database systems.
- Responsible for taking and maintaining database backups for recovery in the event of disasters.
- Diagnose and troubleshoot database errors.
- Created and managed database reports, visualizations, and dashboards.
- Design, develop, test, deploy and maintain databases, database objects, database security and database recovery solutions.
- Develop, manage and test back-up and recovery plan.
- Maintained database response in a 24/7 production environment
- Mentored newly hired employees, offering insight into job duties and company policies for easier transition to job position.

SQL Server Database Administrator, 11/2016 to 01/2019

Jacobs Engineering Group Inc. – Loveland, CO

- Assessed customer needs and goals through communication and system evaluations to modify existing databases for personalized customization.
- Installation of Microsoft Windows Server 2005, 2008R2, 2012, 2014, 2016, 2019, building, designing, Configuration, Install and test new version of the database management system (DBMS).
- Upgrade, Migration and application of Windows and SQL Patching during scheduled database downtimes after hours to ensure databases are up to date in Virtualized environments.
- Setting up and defining a good maintenance plan for Backup and Recovery strategies and Capacity planning following the company's Recovery Point Objective (RPO) and Recovery Time objective(RTO) and the Retention policy.
- Set forward authorization, audit plans and data security by creating users and assigning permissions based on the company SLA, established and monitored users access and security.
- Monitored performance and manage parameters in order to provide fast responses to front-end users.
- Successfully Configured High Availability (HA) and Disaster Recovery (DR) Solutions on production systems using - Always On, Database Mirroring, Replication, Log Shipping to make sure the databases were always available and running.
- Successfully Implemented capacity planning, Managing and providing end to end support and problem resolution for SQL Server databases through multiple product lifecycle environments, such as development, testing to mission-critical production systems.
- Performed capacity management as & when required.
- Reviewed logs for compliance issues with people attempting to access the database
- Monitored query store for database performance and report problems.

Oracle Database Administrator Support, 07/2016 to 11/2016

Home Depot – City, STATE

- Developed and implemented security initiatives to protect important company data.
- Successfully installed and configured Oracle 11.1.0.7, Oracle 10.2.0.5 databases on AIX platforms.
- Monitored different databases and application servers using Oracle Enterprise Manager (OEM) Grid Control.
- Refreshing Dev and Test instances with data from Production on a regular basis.
- Creating and assigning appropriate roles and privileges to users depending on the user activity.
- Defragmentation of tables and indexes for improved performance and effective space management.
- Responsible for support of Oracle Databases of sizes ranging from 100 GB to 12 TB.
- Part of DB support team, providing 24/7 support for Production databases.
- Loading data from flat files to database using SQL*Loader, External Tables.
- 24/7 technical support of Oracle 12c/ 11g, 10g databases, on Development, Test, QA and Production environments.
- Implemented proactive monitoring using Tuning Pack, Diagnostics Pack, and STATSPACK, SQL Trace & TKPROF, EXPLAIN PLAN.
- Documented the Standard Processes for peers to follow.
- Applying upgrade patch, maintenance and interim.24 X 7 Production & Development database support and administration.
- Successful in applying RDBMS patches, security patches for improving the security and functionality of the databases.
- Achieved optimized performance for the databases by rebuilding indexes, on tables and indexes.

Education

Master of Science: Accounting And Finance

UNIVERSITY OF DOUALA - CAMEROON - WEST AFRICA