JESSICA CLAIRE

✉ resumesample@example.com

📞 (555) 432-1000

📍 Montgomery Street, San Francisco, CA 94105

EDUCATION AND TRAINING

University of Houston
Houston, Texas

Bachelor of Science: Economics
Organizations & Accomplishments:
- The Cyvia and Melvyn Wolff Corporate Entrepreneurship Certificate
- Association of Information Technology Professionals (AITP)
- Student Economics Society (SES)

PROFESSIONAL SUMMARY

Oracle Database Administrator with a Top Secret Clearance and 5 years of experience designing, installing, upgrading, and maintaining 11gR1/R2 databases in large-scale UNIX/Linux environments. Professional skills include Backup and Recovery methodologies (RMAN), Performance Tuning, Security and User Management.

TECHNICAL SKILLS

- Oracle Enterprise Manager (OEM)
- Database Configuration Assistant (DBCA)
- Database Upgrade Assistant (DBUA) / MetaLink
- UNIX/Linux Shell Scripting & PL/SQL
- SQL*Plus / SQL Developer
- SQL Loader / Data Pump
- AWR / ADDM Report Analysis

PROFESSIONAL EXPERIENCE

C2 Essentials, Inc. - Oracle Database Administrator
Columbia, MD • 11/2014 - Current

- Assisted in planning and implementing Disaster Recovery and High Availability strategies.
- Perform ongoing database maintenance, patching and upgrading for Oracle 11gR1/11gR2 databases.
- Utilize Oracle diagnostics tools like Explain Plan, SQL Trace, TKPROF, and the AWR to analyze timing & execution plan for tuning. Also use TOP and VMSTATS to understand the impact on memory & CPU processes.
- Design and implement standard and advanced security enhancement and monitoring policies using Fine Grain Access Control (FGAC) and Fine Grain Auditing (FGA).
- Provide guidance and recommendations for efficient use of database resources using various Resource Management techniques.
- Plan and implement backup and recovery strategies using RMAN.
- Utilize Oracle support to troubleshoot and solve critical database issues.
- Work with clients, information architect, system admin, and developers to define information flow helping to transform business requirements into environment specific databases.
- Attend bi-weekly / monthly meetings to understand business needs and provide suggestions for enhancement.
- Assist in the design and implementation of several databases using Data-Flow Diagrams (DFD's) and E/R Models.
- Provide database maintenance using SQL Developer and OEM.

Best Buy - Oracle Database Analyst (Contract)
City, STATE • 04/2014 - 11/2014

- Utilized Metalink for opening tickets, downloading and applying patches.
- Monitored and administered numerous databases in UNIX/Linux environments on Oracle 11gR2 databases.
- Responsible for the creation and management of users, roles, profiles, and privileges.
- Troubleshooted and resolved user connectivity and account lockout issues.
- Planned and implemented backup and recovery strategies.
- Performed capacity planning for efficient database growth.
- Configured Oracle Enterprise Manager (OEM) to automate and monitor numerous databases.
- Responsible for creating and managing tablespaces and datafiles.

Lowes - Oracle Database Administrator (Contract)
City, STATE • 01/2014 - 04/2014

- Performed initial installation/creation of numerous 11g databases.
- Implemented conceptual database designs and logical models.
- Planned and implemented backup and recovery strategies.
- Performed capacity planning for efficient database growth.
- Configured Oracle Enterprise Manager (OEM) Grid Control to automate and monitor numerous databases.

Jackson & Company - Oracle Database Administrator (Contract)
City, STATE • 07/2013 - 11/2013

- Developed, tested, and managed backup and recovery plans.
- Responsible for performing routine checks of a certain number of assigned databases to ensure maximum efficiency and availability.
- Supporting database management by utilizing upgrade, tuning, and monitoring techniques.
- Utilize Metalink for opening tickets, downloading and applying patches.
- Assisted in database design and implementation.

Home Depot - Oracle Database Engineer (Contract)
City, STATE • 01/2013 - 04/2013

- Implemented and monitored RMAN backup jobs
- Utilized Oracle support to troubleshoot and solve critical database issues.
- Performed ongoing database maintenance, patching and upgrading.
- Provided guidance and recommendations for efficient use of database resources.

USA Parking Systems - Oracle Database Administrator (Contract)
City, STATE • 05/2012 - 11/2012

- Administering, troubleshooting and debugging Oracle databases.
- Developing and maintaining operational standards/procedures for Oracle.
- Performing ongoing database maintenance, patching and upgrade.
- Optimizing database uptime/availability and performing database audits.
- Managed users, passwords and account lockouts.

Reliant Energy - Junior Oracle Database Administrator
City, STATE • 07/2011 - 03/2012

- Installed, configured, and managed databases in UNIX/Linux environments.
- Assisted in database design and modeling.
- Maintained and updated the database schemas as requested by the Lead Oracle DBA.
- Created roles and users and managed their privileges.
- Performance tuned assigned databases.