

Hashira Nara

Results-oriented and dedicated Database Assistant experienced in developing data protection processes and procedures, maintaining and updating large databases, and producing professional presentations and summary reports. Certified Data Management Professional possessing great analytical skills, strong attention to detail, and well-developed ability to remain calm in stressful situations.



Personal info

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Work experience

Database Assistant Lifeplan Products, Ltd.

06/2017 – 05/2019 BURNABY, BC, CANADA

- Collected data and information, reviewed and scanned documents, and maintained and updated large databases.
- Collaborated with colleagues on the optimization of databases, produced weekly summary reports, ensuring the accuracy of all data.
- Performed regular backups, completed professional presentations, graphs, and tables; monitored user access and maintained security.
- Developed and implemented new data protection processes and procedures and pro-actively participated in weekly team meetings with managers.
- Awarded Employee of the Month for performing great work.



Education

Computer Science Simon Fraser University

09/2013 – 05/2017 BURNABY, BC, CANADA

GPA: 3.98 (Top 5% of the Program)

The 2016 Academic Excellence Award winner

Clubs and Societies: Economics Society, Table Tennis Club, TEDx club

IB Diploma Program Kanto International Senior High School

09/2011 – 05/2013 TOKYO, JAPAN

Graduated with Distinction (Grade 1 - A/excellent equivalent in all 6 subjects)

The 2013 Best Graduate Award winner

Activities: Astronomy Society, Math Society, Table Tennis Club



Skills

– LANGUAGES

Japanese
Native

English
Full

German
Limited

– COMPUTER SKILLS

Microsoft Office

SQL Server, QuintaDB

Oracle Database,
SQLite

MariaDB, WinSQL