

# Jessica Claire

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## PROFESSIONAL SUMMARY

- Successful database administrator with seven (7) 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. Well-versed in various programming languages, including T-SQL and SQL. Enthusiastic DBA eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Experience in database development and production environments. Areas of expertise include maintenance and security. Proactive in establishing backup and recovery processes and protocols to protect and retain valuable company data.

## SKILLS

- Database creation
- Backup and recovery
- Monitoring and Performance tuning
- Database Upgrade, patching and Migration
- Software Installation and Maintenance
- Database Backup and Recovery
- Capacity Planning
- Database Tuning
- Job control language (JCL)
- Writing queries
- Continuous process improvement
- Data Extraction, Transformation and Loading
- Security
- Data conversion and migration
- Microsoft PowerShell
- Data testing
- Database analysis
- Troubleshooting
- Performance Monitoring
- Database development
- SAP PowerBuilder
- Implementing security measures
- Relational Database Management
- Running backups
- Data audits

## WORK HISTORY

### DATABASE ADMINISTRATOR

12/2017 to CURRENT

#### Chenega Mios | Killeen, TX

- Experienced with designing, managing and developing SQL Server environment for different applications on an enterprise scale.
- Installation/Configuration of SQL SERVER 2008&R2, 2012, 2014, 2016& 2017, 2019 in both UAT/DEV/ PROD servers.
- Perform and Monitor daily tasks such as Backups & Restore, maintenance of jobs, handling developers' requests and user's permissions etc.
- Implemented, and maintained all (HA) High Availability configurations like Log Shipping, Database Mirroring, Replication and Failover Clustering as a part of HADR Plan.
- Worked with a team of database administrators to designed and implement Multisite.
- Failover clustering For critical production database in different data center one on PREM and the other in AZURE for DR purposes.
- Experience and very knowledgeable in setting up SQL server and always on AG for business-critical applications and databases.
- Experience in troubleshooting always on failover issues, making sure replication is happening between primary and secondary replicas in the always-on setup.
- Configure listener and make sure applications are able to connect seamlessly in the event of the automatic or manual failover.
- Configure/setup Server Properties like Memory Options, MAXDOP, CTOP, Database Settings etc.
- Checking Database Consistency/health by using DBCC &Commands DMVs at regular intervals.
- Actively participate in all phases of system development life cycle including planning and analysis, design, development, and testing.
- Maintain application performance & scalability with a focus on (PTO)
- Performance Tuning & Optimizing SQL queries, table design, indexing, query plan analysis, databases & SQL servers.
- Provide support for architectural designs to enhance complex subsystems like analytics engines.
- Design and implement Continuity of Business solutions, data warehouse solutions for SQL Server databases including replication strategy and Active-Active and Active-Passive clustering.
- Create alerts, notifications, and emails for system errors, insufficient resources, fatal database errors, hardware errors, and security breaches.
- Export/Import data from other data sources like flat files using SSIS/DTS packages.
- Setup Database Security and maintain accounts and access levels by creating suitable Logins and Roles and assigning object level permissions.
- Manage Disk space, Memory, and User Connections.
- Schedule and monitor maintenance activities including database consistency checks and index fragmentation.
- Extensively work on Performance Monitor, SQL Profiler, DMVs, DMFs and DTA to tune the databases, servers and query tuning.
- Utilized the query store new feature in SQL server 2016 and 2017 troubleshooting database query performance related issues and created baselines and gaining insight into query plans.
- Schedule weekly jobs and Maintenance tasks for better performance and created alerts with Database Mail SMTP.
- Configure database maintenance plans for backups, re-indexing, and reorganization of indexes, cleanup history, and update statistics. relocation/migration of databases from one server to another using attach and detach database tasks or backup and restore.
- Migration of MS SQL server databases to the company's cloud infrastructure.
- Analyzed and developed technical and functional specifications for databases serving up to 1000 employees.
- Partnered with project management teams on development of scope and timelines.
- Tested programs and databases to identify issues and make necessary modifications.
- Administered, supported and monitored databases by proactively resolving database issues and maintaining servers.
- Created and implemented database designs and data models.
- Created scripts and processes for data integration and maintenance.
- Maintained complex T-SQL queries, views and stored procedures in multi-database environment with little supervision.
- Followed standard practices for migrating changes to test and production environments and provided technology support to meet business requirements.
- Implemented system enhancements to propose, design and develop solutions to fulfill requests and address problem reports.
- Produced high-standard database solutions to meet stability, reliability and performance metrics.
- Wrote scripts and processes for data integration and bug fixes.

### SQL SERVER DATABASE ADMINISTRATOR

03/2015 to 10/2017

#### Jacobs Engineering Group Inc. | Charleston, SC

- Maintained complex T-SQL queries, views and stored procedures in multi-database environment with little supervision.
- Followed standard practices for migrating changes to test and production environments and provided technology support to meet business requirements.
- Designed and implemented TSQL queries for reporting and complex solution development.
- Produced high-standard database solutions to meet stability, reliability and performance metrics.
- Wrote scripts and processes for data integration and bug fixes.
- Tested and modified databases to determine and correct issues.
- Developed data models and database designs to plan projects.
- Developed scripts for index and table analysis actions.
- Performed quality assurance processes to support data warehouse improvements
- Set up and controlled user profiles and access levels for each database segment to protect important data.
- Administered, supported and monitored databases by proactively resolving database issues and maintaining servers.
- Modified existing databases to meet unique needs and goals determined during initial evaluation and planning process.

### SQL SERVER DATABASE ADMINISTRATOR

05/2013 to 04/2015

#### Jacobs Engineering Group Inc. | Chester, PA

- Maintained complex T-SQL queries, views and stored procedures in multi-database environment with little supervision.
- Managed workload independently but collaborated with colleagues to complete larger scale tasks in distributed team environment.
- Followed standard practices for migrating changes to test and production environments and provided technology support to meet business requirements.
- Designed and implemented TSQL queries for reporting and complex solution development.
- Created optimal technical solutions to user needs through research and in-depth system analysis.
- Planned and implemented security measures to safeguard vital business data.
- Tested programs and databases to identify issues and make necessary modifications.
- Coordinated with project management staff on database development timelines and project scope.
- Implemented BI solution framework for end-to-end business intelligence projects.
- Administered, supported and monitored databases by proactively resolving database issues and maintaining servers.
- Set up and controlled user profiles and access levels for each database segment to protect important data.
- Created and implemented database designs and data models.
- Wrote and maintained technical and functional specifications to document database intentions and requirements.

### IT TECHNICIAN

06/2011 to 03/2013

#### Denalitek | Anchorage, AK

- Set up hardware and software in optimal configurations to meet network performance requirements.
- Managed system-wide operating system and software deployments, as well as related software upgrade problems.
- Delivered network technology training to junior team members and end-users, enhancing knowledgebase and team productivity.
- Established, repaired and optimized networks by installing wiring, cabling and devices.
- Broke down and evaluated user problems, using test scripts, personal expertise and probing questions.
- Configured hardware, devices and software to set up work stations for employees.
- Patched software and installed new versions to eliminate security problems and protect data.
- Maintained and monitored server room, wireless network and other server infrastructure, keeping systems running effectively and efficiently.
- Created support documentation that empowered and enabled user community to extend skills, leverage system features and find resolutions to questions without intervention from support team.
- Removed malware, ransomware and other threats from laptops and desktop systems.
- Responded to support requests from end users and patiently walked individuals through basic troubleshooting tasks.

## EDUCATION

### Bachelor of Science | Computer And Information Sciences

10/2010

Abia State University , Uturu

## CERTIFICATIONS

MCDBA