

ROBERT SMITH

Jr. Database Manager

E-mail: info@qwikresume.com

Phone: (0123)-456-789

SUMMARY

Administrative professional offering excellent communication and computer skills. Meets deadlines and works with a high level of multicultural awareness and adaptability. Talented administrative professional with background in nonprofit donor database and finance.

SKILLS

Blackbaud Raisers Edge/Financial Edge, Microsoft Office.

WORK EXPERIENCE

Jr. Database Manager

KID, INC - July 2015 – 2019

- Entered clerical and numerical data into databases in a timely and accurate manner.
- Produced monthly reports using advanced Excel spreadsheet functions.
- Organized forms, made photocopies, filed records and prepared correspondence and reports.
- Added new material to file records and created new records.
- Reviewed and updated client correspondence files and scheduling database.
- Outlined the appropriate process and procedures necessary to fulfill and complete inquiries.
- Compiled quarterly budget reports, financial spreadsheets and organizational charts to improve office organization.

Database Manager

ABC Corporation - 2013 – 2015

- Collect registrations and credit card payments entered on the ICBES Web site.
- Organize registrations for easy retrieval.
- Compare registration info with database to verify and maintain accuracy of database.
- Enter registrations into Microsoft Access database before events.
- Enter all payment information into the database, Compile evaluation data and enter into MS Access.
- Run, review, and revise reports after each event for committee meeting.
- Bill any unpaid registrations.

SCHOLASTICS

- Bachelor of Science in Health Administration - (University of Phoenix - Plantation, FL)