Mary O'Brien

55 Elm Street, Staten Island, NY 10310
Available for relocation

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ENTRY-LEVEL ORACLE DATABASE ADMINISTRATOR

Profile

- Talented IT professional with extensive training in Oracle database architecture, administration, backup, recovery, and performance tuning.

- Expertise in hardware/software integration, reinforced by proven ability to develop business solutions that improve efficiency, productivity, and profitability.

- Enthusiastic professional with a strong work ethic and company-first attitude.

Technical Summary

Databases:	Oracle 11g, Microsoft Access
Languages/Tools:	PL/SQL and SQL, C, Java, UML, XML, HTML
Software:	Microsoft Office, Adobe Creative Suite

Education & IT Training

ABC UNIVERSITY, New York, NY
Computer Learning Center, 2009 to 2011

- **Technical Training Certificate:** Oracle Database, Architecture and Administration, Backup and Recovery

- **Course Highlights:** Gained experience in a range of Oracle database administration functions, including:

  - ✓ creating databases and dictionaries
  - ✓ maintaining data files, control files and redo log files
  - ✓ managing rollback segments, tables, and indexes
  - ✓ loading and reorganizing data
  - ✓ ensuring data integrity and system security

  - ✓ using backup, recovery configuration, and export/import techniques
  - ✓ optimizing sort operations
  - ✓ monitoring and detecting lock contention
  - ✓ resolving SQL and multi-threaded server tuning issues

Experience

ASSISTANT RETAIL MANAGER — ABC CO, Staten Island, NY (2010 to 2011)

- Trained and supervised personnel, provided excellent customer service, monitored and controlled inventory, and assumed leadership role in merchandising.

WAREHOUSE ASSISTANT — DEF CO, Staten Island, NY (2007 to 2009)

- Prepared 100+ time-sensitive shipments per day. Improved company database, renaming client codes, eliminating inactive clients, and standardizing company names. Created training materials for use of FedEx software that was used company-wide.

CUSTOMER SERVICE REP — GHI CO, Staten Island, NY (2006 to 2007)

- Responded to information requests regarding unit prices, shipping and delivery dates, and other logistical considerations.