

Robert Smith

Database Manager III

PERSONAL STATEMENT

An experienced IT Leader with a wide range of technical, business and management skills looking for lead or management in a senior level IT position. Proven success in designing, testing, implementing and integrating cost-effective, high performance technical solutions to meet challenging business needs.

WORK EXPERIENCE

Database Manager III

ABC Corporation - December 1993 - July 1998

Responsibilities:

- Supervised three processors to ensure databases were on a 90-day update schedule.
- Increased processing time 300% by rewriting existing statistical analysis programs.
- Developed a system to automate database processing.
- Wrote Clipper program to extract records meeting specific criteria from 230 databases.
- Processed databases for interactive on-line system.
- Provided technical support of WEB site and BBS system.
- Wrote programs to convert data from different formats into dBase format.

Database Manager

Coastal Billing Solutions - 1991 - 1993

Responsibilities:

- Devised and implemented processes for collection and analyses of client and financial data.
- Streamlined work processes, increasing efficiency of medical billing compilation and submission.
- Designed, created, and maintained MS Access tables, queries, forms, and reports.
- Provided training and technical assistance on entering and obtaining accurate information.
- Reconciled monthly payments from clients.
- Accurately track and manage time, and expenses incurred.
- Produced weekly MS Excel reports to business owner.

Education

Bachelor's of Science in Computer Science - (St. Edward's University - Austin, TX)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office, CRM.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)