

# Jessica Claire

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## Professional Summary

Talented Database Administrator with More than Six years of expertise and extensive knowledge of Relational Database Management System including Database Monitoring, Installation, Configuration, upgrade Management, High Availability, Disaster Recovery, Log Shipping, Clustering, Alerts, Operators and Agent Jobs. Well experienced in Performance Tuning, Security. Proficient in diverse range of development languages, including T-SQL. Excellent communicator with advanced presentation creation and delivery skills. Recognized consistently for performance excellence and contributions to success in IT, financial and health industry. Microsoft certified SQL Server Database Administrator for SQL server 2012/2014 and 2016

## Skills

- Reporting and documentation
- Systems administration
- Running backups
- Relational Database Management
- Implementing security measures
- Microsoft .NET framework
- Data audits

## Work History

- 07/2018 to Current

**SQL Server Database Administrator**  
**Jacobs Engineering Group Inc.** – Skowhegan, ME
  - Installed, upgraded, configured and tuned SQL Server 2012/2014 and 2016 systems and all associated middleware in Windows environments
  - Performed deployment on testing, staging and production servers with different team
  - Worked in performance enhancement by running index tuning wizard for creating, rebuilding, and reorganizing indexes on various tables
  - Monitored Performance and Fine Tuned Stored Procedures , SQL Queries and User Defined Functions to optimize performance and reliability
  - Built databases , tables, and various database objects per business requirement following SQL Server Database Modeler and ER Studio Data Architecture methodology
  - Wrote and maintained technical and functional specifications to document database intentions and requirements
  - Monitored Daily backup jobs and automation of daily restores of development databases. (Using Red gate, Idera, and Native backups)
  - Modified existing databases to meet unique needs and goals determined during initial evaluation and planning process
  - Worked on performance enhancement by running index tuning wizard for creating, rebuilding, and reorganizing indexes on various tables
  - Monitored and Troubleshoot Server performance and database activities of users using SQL Profiler, Performance Monitor, Extended Event, Trace flags, Activity Monitors, Store Procedures, DBCC, and DMVs
  - Tested programs and databases to identify issues and make necessary modifications
  - Designed and implemented TSQL queries for reporting and complex solution development
  - Monitored user accounts, created groups, granted necessary privileges to users and groups
  - Created various server and databases alerts that helps to take actions proactively
  - Created different SQL server Agent jobs as part of database automation
  - Supported multiple concurrent projects enabling delivery efficiencies and technical resolution
  - Followed standard practices for migrating changes to test and production environments and provided technology support to meet business requirements
- 07/2016 to 06/2018

**Database Admin and Developer**  
**Centene Corporation** – Buffalo, NY
  - Evaluated, designed, implemented and modified databases and database applications
  - Designed, reviewed, and created database objects like views, indexes, stored procedures, functions, and triggers based on logical and physical design models and user requirements
  - Administered MS SQL Server security through access control mechanisms like creating accounts, roles, and providing privilege
  - Maintained proper security procedures by dropping and locking unnecessary logins
  - Authored and coded logical and physical database descriptions
  - Collected and reviewed database performance metrics and proactively address performance concerns
  - Configured and monitored log shipping and Database mirroring on Disaster recovery Servers
  - Evaluate CPU, Disk I/O and Memory related bottlenecks using Performance Monitor and improved SQL server performance
  - Rebuild clustered and non-clustered Indexes as part of performance tuning
  - Delivered complex business requirements without any issues by leveraging strong troubleshooting skills and extensive oversight
  - Planned and implemented security measures to safeguard vital business data
  - Identified issues within databases, performed troubleshooting and implemented effective solutions
  - Created technical documentation for database technologies, providing updates as needed
  - Coordinated with project management staff on database development timelines and project scope
- 07/2016 to 07/2017

**SQL Database Administrator**  
**Secure-24** – West Allis, WI
  - Designed and implemented TSQL queries for reporting and complex solution development
  - Developed and produced high-standard database solutions to meet stability, reliability and performance metrics
  - Participated and support Service Level Agreement (SLA) and operational performance monitoring and reporting
  - Participated in root cause analysis and problem management activities
  - Participated and coordinate in project to production integration
  - Led incident resolution efforts, participated in incident management activities and engaged appropriate resources to complete corrective actions
  - Enhanced performance by running index tuning wizard for creating, rebuilding, and reorganizing indexes on various tables
  - Set up and controlled user profiles and access levels for each database segment to protect important data
- 03/2014 to 07/2016

**SQL Server Database Consultant**  
**EPIC Systems INc** – City, STATE
  - Participated in implementing database architecture and strategies, and in defining standards for database environment
  - Administered, maintained, developed and implemented policies and procedures for ensuring security and integrity of SQL Server databases
  - Implemented disaster recovery strategy
  - Developing and maintaining standards for documentation, database security, and audit compliance
  - Explained data results clearly and discussed how it can be utilized to support project objectives
  - Contributed to internal activities for overall process improvements, efficiencies and innovation
  - Respond to production incidents and address them with in Service Level Agreement (SLA) framework
  - Undertook Performance Tuning and Optimization (PTO), using native monitoring and troubleshooting tools and DMVs
  - Translated logical data models into physical database designs and developed physical databases
  - Addressed ad hoc analytics requests and facilitated data acquisitions to support internal projects, special projects and investigations
  - Performed on-call duties as required

## Education

- 06/2017

**Master of Arts**  
**American University** - Washington, DC
- 2008

**Associate of Arts: law**  
**Alemaya Universsity** - Harar, Ethiopia

## Certifications

Microsoft Certified SQL Server Database Administrator