JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 • (555) 432-1000 • resumesample@example.com

Professional Summary

Results-driven Database Administrator with cyber security, relational databases and development/maintenance of complex and critical systems.

Skills

- Windows and Linux
- System upgrades
- Data backup and retrieval
- System backups
- Monitoring and performance tuning

Work History

Database Administrater, 2011 to Current

Mantech International Corporation – El Paso

- Installing Oracle software
- Creating Oracle databases Start up and shut down the Oracle database
- Managing the database's storage structures – tablespaces and redo logs Managing users and security
- Managing schema objects, such as tables, indexes, and views
- Making backups, performing restore and recovery when necessary
- Proactively monitoring the database's health and taking preventive or corrective action as required
- Monitoring and performance tuning Performing upgrades of the database and software to new releases
- Served as part of team of database administrator for Oracle and MS SQL running on various operating systems like windows, Linux and Unix.
- Coordinated with systems partners to finalize designs and confirm requirements.
- Diagnosed and troubleshooted UNIX and Windows processing problems and applied solutions to increase company efficiency.
- Implemented company policies, technical procedures and standards for preserving the integrity and security of data, reports and access.

Logistician, 03/2008 to 11/2010

Northwell Health – Middle Island, NY

- Reviewed new customer orders and requests and manually entered data into a centralized database.
- Manually created shipments, assigned carriers and dispatched shipments.
- Conducted qualitative and quantitative analysis of logistics operations using simulation models and other tools.
- Completed and followed up on all registration and traffic documents.Coordinated rush orders and order changes.
- Produced bills of lading and updated shipment status information.

Guard, 03/2007 to 04/2008

Cole Haan – Boca Raton, FL

- Patrolled the facility and served as a general security presence and visible deterrent to crime and rule infractions Reported all incidents, accidents and medical emergencies to law enforcement.
- Responded quickly to medical emergencies, bomb threats and fire alarms.Answered alarms and investigated disturbances.
- Patrolled industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows and gates.
- Issued security badges and visitor passes to all guests.
- Checked passes and credentials of persons seeking to enter the property.
- Performed thorough X-ray screenings.

Sales Associate, 2005 to 08/2009

Bed Bath And Beyond – City, STATE

- Computed sales prices, total purchases and processed payments.Described merchandise and explain operation of mechandise to customers.
- Placed special orders and called other stores to find desired items.
- Recommended merchandise based on customer needs.
- Operated a cash register to process cash, check and credit card transactions.
- Guided customers in choosing items that reflected personal style and shape.
- Replenished floor stock and processed shipments to ensure products availability for customers.

Education

Associate of Science: Cyber Security, Current

University of Maryland University College Largo - Md

Certifications