

Robert Smith

Database Manager/Administrator

PERSONAL STATEMENT

Utilize skills in office management and collaboration with colleagues to advance the goals of the educational institution.

WORK EXPERIENCE

Database Manager/Administrator

ABC Corporation - December 2000 - May 2004

Responsibilities:

- Troubleshoot and resolved database problems for end users.
- Created user IDs, passwords, and access privileges.
- Key decision maker regarding new database software purchased.
- Conducted testing of upgraded versions of database software prior to end-user release.
- Installed software at individual workstations.
- Served as a liaison between the software company and all end-users.
- Downloaded monthly exports into the company website.

Database Manager

ABC Corporation - 1997 - 2000

Responsibilities:

- Responsible for Donor data entry, processing 30 to 40 gifts per day to include stock, checks, cash and in kind gifts.
- Produced gift acknowledgements, tributes and generated reports within The Raisers Edge database.
- Used exported database information into various Microsoft products to accelerate gift acknowledgement and error checking.
- Managed various duties at Fundraising events.
- Managed several banking accounts, on-line donations, employee giving and balanced accounts at months end.
- Streamlined gift processing for large events by manipulation of database results coupled with exporting data to Excel changing the time to enter and process gifts from 3 days to 4 hours.
- Maintained organized filing system of all donor related documentation for auditing purposes.

Education

A.A.S. in Business - 1974(McHenry County College- Crystal Lake, IL)

CONTACT DETAILS

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

SKILLS

SysAid, Remote Desktop,
VNC.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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