Database Administrator CV

Name Surname
Address
Mobile No/Email

PERSONAL PROFILE

I am an experienced Database Administrator with a degree in Computer Science (what university, when and what grade – as much info as possible). I have over 5 years work experience in the IT sector beginning with IT Support and working my way up.

I am a competent and confident worker with a keen interest in IT. I like to update my skills and to learn new skills to keep up to date and ahead of the times. I have excellent planning skills and feel that I am a confident communicator. I regularly meet with clients and senior managers to discuss new database projects.

I have a keen interest in database security as this is very important to ensure that a company is protected with their treasured information.

EMPLOYMENT HISTORY

Date to Date or To Date – Database Administrator – Where?
In my role as Database Administrator, I work on a number of different databases and ensure that they work efficiently. My responsibilities include:
- Planning of a new database incorporating all the detail such as what it links up to, who will be running it etc.
- Meetings with clients to establish the right database for their business
- Enter data into a database to test and ensure that it works well free from bugs and problems
- Look into how to protect the information on the database and to back it up regularly
- Assess how the database will be updated.

QUALIFICATIONS
University, College, School – For all include titles/subjects and qualifications.

SKILLS AND ABILITIES
Computer skills – MS Office, Excel??? .
Any specific training that you have been on that would be of interest?

HOBBIES & INTERESTS
What do you like to do outside of work?

REFERENCES
Available on request.