

# Robert Smith

## Database Manager

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### SUMMARY

Experienced business professional with 16 years' in Information Technology ranging from applications developer to report designer to systems manager to database administrator as well as college instructor among other roles. Recognized for the ability to support high level strategic initiatives and convey complex IT challenges in a clear and concise manner across multiple industries.

### SKILLS

Career Readiness Certificate, CDL, Forklift Operator, CPR And First Aide Certified.

### WORK EXPERIENCE

#### Database Manager

ABC Corporation - September 2007 - April 2009

- Identified user needs to create and administer databases.
- Ensured that the database operated efficiently and without error.
- Backed up and restored data to prevent loss.
- Ensured that organizational data was secured.
- Made and tested modifications to the database structure.
- Recruited/Trained groups and individuals to work the events.
- Conducted inventory for cost effective ordering.

#### Database Manager

ABC Corporation - 2006 - 2007

- Developed Filemaker solutions for a television production company specializing in reality programming producing between 10 and 20 different shows at any given time.
- Developed a core contact management database integrated with modules for media library inventory and check out system video equipment inventory scheduling and checkout system talent management and on-screen release forms time code based notes system.
- General database management, in house tech support, and implementation of new feature requests.
- Built a modular solution with an eye toward future development and ease of integration into the existing core system.
- Upgraded and redesigned the company's Filemaker 10 platform in FMP13 Scrubbed current records of duplicates, corrupt records, and bad data. Designed new system that encourages good data entry habits and traps common data entry errors before they are committed.
- Created a series of video tutorials for the Holidays Gifts/Invitations solution.
- Skills Used Filemaker Pro/Adv/Go/Server 10, 12, 13 MS Excel Final Cut Pro Light HTML, CSS (some experience here, but not an expert).

### EDUCATION

Continuing Education - 2009(Gaston College - Dallas, NC)