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## **OBJECTIVE:**

To secure a challenging position as a Database Administrator at ComputerTalk Technology Inc., leveraging my Advanced Diploma in Computer Programming, technical skills, and passion for database management. Dedicated to utilizing my education and experience to contribute effectively to the optimization and maintenance of critical SQL Server RDBMS systems, ensuring the availability and performance of the "ice" product portfolio.

## **HIGHLIGHTS OF QUALIFICATIONS:**

- Proficient in MS SQL Server Administration with hands-on experience in implementation, configuration, maintenance, and performance optimization.
- Strong understanding of database management principles, including backups, restores, and recovery models.
- Solid foundation in data modeling techniques, ensuring integration and performance expectations are met.
- Experienced in working with Windows server environments, including Active Directory integration.
- Flexible and adaptable team player, capable of thriving in a fast-paced, dynamic environment with the ability to multitask effectively.

## **TECHNICAL SKILLS:**

- |   |  |
|---|--|
| • Database Management Systems: MS SQL Server (implementation, configuration, maintenance) | • Agile Software Development                           |
| • Programming Languages: SQL, T-SQL   | • Scripting: PowerShell (basic proficiency)            |
| • Performance Tuning and Optimization: Query tuning, Indexing strategies                  | • Documentation: Technical documentation and reporting |
| • Backup and Recovery: Backup Exec, SQL Server Backup and Restore operations              | •  |

## **EDUCATION:**

### **Computer programming Advanced Diploma**

**2025**

**George Brown College, 160 Kendal Ave, Toronto, ON M5R 1M3**

- Completed coursework in database management, including advanced SQL techniques and database design principles.
- Successfully designed and implemented a comprehensive database schema for a group project focused on a simulated clinic environment.

- Developed a conceptual model outlining entities, relationships, and data flows within the system.
- Created a logical data model translating conceptual design into database tables, attributes, and relationships.
- Implemented the database schema using MySQL Workbench, including defining tables, data types, constraints, and relationships.
- Collaborated with team members to ensure data integrity, security, and performance of the database system.
- Documented the design, implementation process, and project outcomes to facilitate future maintenance and understanding of the system.

## **CERTIFICATIONS:**

- Microsoft Certified: SQL Server Administrator (In Progress) - Expected Completion: 2024

## **PROFESSIONAL EXPERIENCE:**

### **Database Administrator Intern**

**May 2024 - August 2024**

**XYZ Company**, Toronto, ON

- Collaborated senior database administrators in the implementation and maintenance of SQL Server databases, contributing to the optimization of database performance.
- Conducted data analysis and generated reports to identify trends and insights, aiding in decision-making processes.
- Collaborated with cross-functional teams to troubleshoot database issues and ensure data integrity and security.
- Documented database processes and procedures, creating user manuals and guides for future reference.
- Completed assigned projects within deadlines, demonstrating strong organizational and time management skills.

### **Concierge Security Guard**

**June 2023 - Present**

**ABC Security Services**, Toronto, ON

- Document daily activities, incidents, and observations using computerized reporting systems, demonstrating strong attention to detail and accuracy.
- Provide excellent customer service by assisting visitors, responding to inquiries, and addressing concerns professionally.
- Enforce company policies and procedures to maintain a secure and orderly environment.

## **VOLUNTEER EXPERIENCE:**

### **Volunteer Coordinator**

**September 2023 - Present**

**Community Food Bank**, Toronto, ON

- Organized and supervised a team of volunteers for various tasks, including food sorting, packaging, and distribution.
- Developed outreach initiatives to increase community engagement and donations, resulting in a 20% increase in volunteer participation.
- Collaborated with local businesses and organizations to organize fund-raising events, raising over \$5,000 for the food bank.
- Prepared regular reports and presentations for stakeholders, highlighting volunteer contributions and program impact.