

INFORMATION TECHNOLOGY STUDENT

Career Overview

Results-driven Database Administrator with extensive education in programming, relational database management and computer technology maintenance.

Qualifications

- Database servers
- Structured query language (SQL) expert
- Programming and design skills
- Document management
- Strong collaborative skills
- Strong analytical skills
- Customer needs assessment
- Excellent problem solving skills

Technical Skills

Skills	Experience	Total Years	Last Used
Windows, Unix, Linux, Mac OSX, VMWare, HTTP/Apache, DNS/BIND, SSH, SNMP, DNS, DHCP, FTP	Intermediate	2	May 2016

Accomplishments

Customer Service

- Handled customers effectively by identifying needs, quickly gaining trust, approaching complex situations and resolving problems to maximize efficiency.

Data Preparation

- Prepared chain of custody packets for title sale reviews of procedures and fees/services justification.
- *Administration*
 - Performed administration tasks such as filing, developing spreadsheets, faxing reports, photocopying collateral and scanning documents for inter-departmental use.
- *Reporting*
 - Maintained status reports to provide management with updated information for client projects.
- Application Design
 - Used object-oriented design/programming to design new stand-alone application.

Planned, installed, configured, and monitored document management infrastructure.

Coordinated scheduled software and hardware patches, upgrades, and enhancements to platforms. Collaborated with IT teams to design and implement continuous process improvements to prevent production application incidents.

Work Experience

Company Name January 2014 to Current INFORMATION TECHNOLOGY STUDENT

City , State

- Presented various projects including