My name is Susan Soemitro.  
I am ready for my next challenge and my new career.  
Previously I worked as a database administrator.  
Throughout my time in this role, I have gained a range of skills.

When a stakeholder requests a new functionality, I analyse the existing system and liaise with the stakeholder by setting up a meeting to find out the business requirements.

I liaise and discuss with the developer then I write the functionality specification documentation. When I write the specification, I create the mock-up of a new screen, I include which database to be changed, what tables, columns and columns type are needed to be created, and specify field type (e.g. Free text, dropdown list), a mandatory field so the developer can understand and visualize it.

I provide the functional specification and business requirements to the stakeholder for approval.

I use JIRA to write the user story, attach the functional specification, process map, and business requirements approval from the stakeholder and assign it to the developer to estimate the tasks.

I also use JIRA to track the project to which I have been assigned.

I have a daily scrum with a team to identify any issue which may arise with the project (e.g. The schedule may be delayed due to priority changes, if the progress may be blocked by other issues)  
By knowing if there is any possible issue, I can inform the stakeholder.  
It depends on the project. I use an agile method to implement the project from development, user testing then loading into production. We have a 2-week sprint cycle in our product cycle.

I create a test plan and test the new functionality in a test environment.  
When the test has been completed in the test environment, the developer will move the functionality to the user acceptance test environment where the user can test/check it.

When the user has signed off the user acceptance documentation, I plan and schedule the release of this new functionality with the developer and inform stakeholders.

I also liaise with software developers to give my suggestion based on some finding facts which can improve the system functionality. For example, when a user often makes a mistake in entering information and creates data inconsistency, I suggest that instead of using a free text column, the dropdown list is a better option.

When I provide Maxtrax application support, I am often asked to provide ad-hoc reports by the users.  
After further analysing the request and data, I propose to the user that I can create this report and publish it to the Maxtrax application. Users can access the report through the application.  
When the user agrees with my suggestion, I start by providing the purpose and goal of this project, gathering the business requirements, identifying the user, providing the report specifications, scheduling the project and getting approval from the user.  
Once I get the approval from the user, I use an agile method to develop, test and implement it.  
The users are happy with the report. They can access and produce the report easily.

One of my other tasks is to find problems with reports which have wrong data. My methods are to understand the reports and to analyse where data derives from and what the data source is. With my method, I can identify the issue and explain to the user why the reports produce wrong data. The user is happy with my findings because I can explain them based on data facts. I can correct and prevent data quality for the report.

My strength is my ability to quickly adapt and learn in a new environment, to work as a team or unsupervised.

I have done some online courses, such as introduction to Microsoft Power BI, introduction to the Power BI desktop, and introduction to data analysis.