

Student Student Family Caregiver Washington, DC DATA ANALYTICS ROLE WITH FAST-TRACK  
ADVANCEMENT POTENTIAL Work Experience Student Montgomery College - Rockville, MD  
August 2017 to July 2018 Information Technology Training: Cybersecurity, Database / Systems  
Administration, Software / Web Development Cybersecurity Bootcamp; Python II; Python I;  
Introduction to Linux Systems Administration; SQL Server Database Administration II; SQL Server  
Database Administration I; Linux II; Linux I; Java Level III; Java Level II; Java Level I; Java Web  
Development Bootcamp Database Software Engineer Manpower Staffing - Gaithersburg, MD July  
2015 to September 2015 Created Microsoft Access 2010 employee training certification database  
for division of worldwide manufacturing corporation. Database gave staff ability to monitor required  
training course completion by employee as required by their job description. Database Developer /  
Administrator (Volunteer Project) Episcopal Church of the Ascension - Gaithersburg, MD February  
2011 to June 2013 Created a Church Attendance database using Microsoft Access 2010, MS  
Access VBA, ActiveX, ODBC and MS Excel VBA programming, complete with data entry screens  
and automated Microsoft Excel 2010 spreadsheet reports. Entered weekly data and ran reports.  
Data Software Engineer MedImmune - General Computer Resources (GCR) - Gaithersburg, MD  
September 2011 to January 2012 Designed and wrote a complex, completely automated, hiring  
process metrics data system for the Associate Director of Human Resources using MS Access  
2007, Visual Basic for Applications (VBA) programming language, MS Excel VBA, and MS Access  
SQL developer language, ActiveX Data Objects (ADO) and ODBC connectivity. Imported data from  
MedImmune office locations worldwide, measuring several points-in-time efficacy of the hiring  
process from the job posting date through the final actual start date of candidates. Worked closely  
with data vendors to eliminate data entry errors and greatly reduce data delays. Imported raw data  
from disparate systems to be shaped and queried for reporting purposes. As a result, the program  
automated database generated 18 reports and 3 unique pivot table reports, all in the same  
seven-minute run time. Managed all project management tasks and documented historical  
progress. Identified each phase required, what each required for completion, and what strengths,  
weaknesses, opportunities and threats were possible for each phase. Data and Information Systems

Coordinator Association for Public Policy Analysis and Management (APPAM) - Washington, DC  
February 2010 to July 2010 Tasked by outgoing Executive Director to commence rewrite of two MS  
Access 2003 databases, one for member services and one for annual conference proposals.  
Created new architecture for both databases. Worked closely with outside local vendors to  
improve the data quality of daily downloaded SQL-Server query information into the Membership  
system. Executive Assistant Manpower Professional - Gaithersburg, MD May 2005 to February  
2010 Contract and Temporary positions) Designed, developed, and created a new intake  
database system, extensively written using MS Access, Excel, and Outlook applications and  
respective application-specific VBA. Developed three Access databases (for survey data collection,  
measuring a program's teaching effectiveness, and federal reimbursement of funding). Created a  
Utilities Management Payment decision-support data system in MS Access for a Montgomery  
County agency that maintains billing, audits accounts, and imports XML formatted records via XSLT  
into the new database. Administrative Assistant Montgomery College - Rockville, MD March 2008 to  
March 2009 Designed a new multi-user financial resource management data system in MS Access  
2007 with MS Excel pivot table reports written using advanced-level Access VBA, Excel VBA and  
Outlook VBA. The system permitted users to review internal billing invoices. Ease-of-use access  
screens gave users the ability to create various ad hoc searches based on date range, product type,  
vendor name, or invoice number. Education Bachelor's Degree Religious Ethics, George Mason  
University - Fairfax, VA 1994 Skills ODBC (2 years), SQL (1 year), VBA (7 years), XML (4 years),  
XSLT (4 years), Excel, Business Intelligence, access, Tableau Desktop (Less than 1 year) Links  
<http://linkedin.com/in/sarah-rubin-6645a211> Additional Information RELEVANT SKILLS: ActiveX  
Data Objects 2.8 CentOS 6.9 CSS3 Cybersecurity Fedora 28 FileZilla 3.37.4 GitHub  
Desktop 1.4.2 Gnome Terminal HTML 4/HTML5 IntelliJ IDEA JavaScript JQuery Kali  
Linux LINUX MS Office 2016 Suite MS Power BI MS SQL Integration Services MS SQL  
Server 2017 MS SQL Server Analysis Services MS SQL Server Reporting Svcs. MySQL  
Server 5.7.14 MySQL Workbench 8.0 NetBeans 8.2 Notepad++ ODBC; OLE DB  
OLAP/OLTP Oracle VM Virtual Box PHP 7.1.9 PHPStorm PyCharm Python 3.7 SQL

Server Data Tools   SUSE 42   Tkinter (Python GUI)   Ubuntu 16.04   Oracle VM VirtualBox  
Visual Basic 6.0/VBA   Visual Studio 2015/2017   WAMPServer64   Web Design Basics  
Windows Server 2016   wxPython (Python GUI)   XML and XSLT

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