

RESEARCH DATABASE ADMINISTRATOR RESEARCH DATABASE ADMINISTRATOR
RESEARCH DATABASE ADMINISTRATOR - THE ALEXANDER GROUP Houston, TX Work
Experience RESEARCH DATABASE ADMINISTRATOR THE ALEXANDER GROUP April 2018 to
Present Maintains database of candidates for executive recruiting firm servicing the AmLaw 100/200
firms and Big 4 Accounting firms. Researches details for searches, marketing targets, B2B/B2C,
reference checking, pipeline management, working in tandem with associates in their recruiting
search. Instructing associates and research team members on the database, training in all aspects
of usage including searches, analytics, and reporting. IT and Desktop support when consultant is
unavailable. IT MANAGER VOLUNTEERS OF AMERICA OF GREATER BATON ROUGE August
2016 to February 2018 Performs IT troubleshooting, education, training, and support to social work
professionals and employees. Tier 1-3 support. Supporting Microsoft Office, ADP, MySQL, Oracle,
Office 365, Active Directory, Netsmart, and managing help desk solutions. Implements HER.
Provides support for Lafayette, Lake Charles, and Baton Rouge facilities. PASTOR, ANTIOCHIAN
ARCHDIOCESE OF NORTH AMERICA November 2011 to October 2016 Performs services,
counsels parishioners, supervises educational programs, works with parish council in order to
distribute alms, coordinate fundraising, and maintain financial stability, oversees community
outreach, ministry, management, social media, and website design. Liaising with priests and bishops
from the Middle East and Levant (Syria, Lebanon, Qatar). HELP DESK ANALYST PASTOR,
ANTIOCHIAN ARCHDIOCESE OF NORTH AMERICA June 2014 to September 2015 Information
Troubleshooting and support to healthcare professionals. Meditech database management,
Windows peripherals/software, Active Directory, Cisco Call Manager, Virtual Desktop, helpdesk
management. Education HOLY CROSS GREEK ORTHODOX SCHOOL OF THEOLOGY 2012 B.A.
in HISTORY AND CLASSICAL LANGUAGES UNIVERSITY OF TEXAS AT AUSTIN - Austin, TX
2007 Links <https://www.linkedin.com/in/michael-f-74a50b162>

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