

Database Administrator Database Administrator Client Success Team Member-National Debt Relief Aliquippa, PA Work Experience Database Administrator Richmond Events - New York, NY December 2016 to Present New York, NY December 2016 - Present Database Administrator Identify and qualify over 100 new business leads weekly within the C & V Suite of The Logistics & supply Chain Industry Report directly to the project manager and client manager to help achieve their new business goals exceeding \$2M in profit annually Internet Help Desk Assistant & team manager Frontier Communications - Robinson, PA June 2016 to November 2016 Worked with US based clients over the phone to resolve in home and office challenges Troubleshoot Frontier products with clients and coordinated first time set up Managed 75 team members in the customer service department Data Analyst CFS Steel Company - Bronx, NY September 2015 to December 2015 Created, organized and maintained a database of 100 accounts analyzed results using statistical techniques and created monthly reports optimized efficiency and data quality using various information systems Identified, analyzed, and interpreted trends and patterns in complex data sets Assisted management team to prioritize business and informational needs Business development & sales representative IBEX Global - Robinson, PA November 2014 to August 2015 on the DTE Energy Home Protection Plus account Worked with over 2,000 existing clients in Michigan Successfully Onboarded 500 new corporate clients Verified information and created policies by confirming price of contract policy Reduced loss of company revenue stream by 2% by working with customers who initially wanted to terminate their contract Administrative Assistant Institutional Advancement - Wilberforce, OH February 2013 to December 2013 Face to face, email and phone communication with students and families at Central State University to assist in enrollment and university enrichment Worked directly with 30 senior executives in the admissions department to ensure organization and order Sales Assistant Intern Clear Channel Communications - Green Tree, PA May 2012 to August 2012 Worked with a team of 20 to Produce commercials ? Created an ad campaign for TBS television using the program V-creative Contributed to the promotional and marketing teams Directed radio station personalities at various venues within the community Assisted in producing radio shows that aired both corporate sponsors and music

Worked with marketing and sales teams to create sales plans Education Bachelor of Arts in Mass Communications and Broadcasting Central State University - Wilberforce, OH December 2013 Skills WEB DESIGN (Less than 1 year) Additional Information SKILLS radio Producer, Music Programmer and Web Design

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