

Assistant Database Administrator Assistant Database Administrator Assistant Database Administrator - Steptoe & Johnson PLLC Charleston, WV Assistant Database administrator (DBA) with extensive experience designing, coding, testing and supporting next-generation database solutions in Oracle enterprise. Proficient in an assortment of technologies, including Oracle 11g and 12c, C#, .Net, HTML/CSS, Oracle SQL/PSQL, SAP B.I. 4.0, Windows, Visual Studio, Crystal Reports, Adobe InDesign/Photoshop, and Microsoft Office Suite. Work Experience Assistant Database Administrator Steptoe & Johnson PLLC - Charleston, WV November 2015 to August 2019 Work closely with attorneys, team leads, and accounting department to design tailored reports ranging from workflow tracking to complex financial analyses Optimize data collection procedures and restructure BPMs when necessary to maintain consistency with the fluctuations of the oil and gas industry Maintain B.I. reporting server and the distribution of 260+ daily reports Program custom widgets for the firm's land management web application to supplement reports with real time data Serve as firm wide contact regarding Energy Department's performance/technical issues Ensure that tickets are tracked, elevated, and or resolved in a timely manner Annually travel to 10 offices spread across 5 states providing additional staff training Perform monthly audits of data input by front-end users to ensure accuracy and consistency firm wide. Applications Specialist/Data Entry Clerk Create training materials and provide technical assistance to attorneys and support staff using our land management program Work closely with attorneys and accounting department to create tailored reports Responsible for setting up and maintaining firm's Business Intelligence server Energy Assistant Manage a range of confidential records, processes and documents throughout legal proceedings Provide high level secretarial and administrative support to multiple senior partners Ensure prompt responses to high volume phone/email inquiries and display professionalism in all client interactions. Serve as liaison to the Chair of the Energy Department for attorneys, support staff, and high profile clients. Recovery Sports Bar & Grill - Charleston, WV June 2016 to October 2018 Server Key Job Functions: Cater to the needs of patrons Cash control Complete duties to effectively open and close the restaurant Behavioral Health Technician Recovery Sports Bar & Grill - Glenville, WV June 2016 to October 2018 Key Job

Functions: Educate MRDD clients Create and execute goals for independent living Write daily, weekly, and monthly progress report Education Bachelor of Science in English/Marketing Glenville State College - Glenville, WV August 2011 to Present Bridge Valley Community and Technical College - Charleston, WV April 2018 to August 2018 Skills Oracle Db, MYSQL Links <http://www.linkedin.com/in/coryrobertswv> Certifications/Licenses Introduction to C# Programming March 2018 to Present Intermediate C# Programming July 2018 to Present

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