

Database Administrator Database Administrator Database Administrator - Wheeling Jesuit University Triadelphia, WV Ability to learn, evaluate and utilize business applications and software systems effectively and efficiently Expert ability to provide customer service, technical support, data integrity monitoring, reporting, and application implementation Consistently handles simultaneous project management activities. Excellent at prioritizing, working under pressure, and adjusting to changing priorities and circumstances Strong ability to think analytically, troubleshoot, problem solve and work collaboratively with all personnel Manages SIS databases and various other business applications that facilitate data reporting and analysis Authorized to work in the US for any employer Work Experience Database Administrator Wheeling Jesuit University - Wheeling, WV December 2018 to Present Conducts project management activities for new business applications Provides support for the configuration, implementation and training for current SIS system and integrated applications Monitors data completeness and integrity Provides training and support for all system users Executes data mapping and generates custom reports in Entrisik Informer as well as other reporting tools Works collaboratively with system users to implement and/or enhance best practices Formulates process documentation to streamline workflow Acts as liaison for ICE Consortium to communicate releases, outages, patches, trainings and developments to end users Database Administrator Bethany College - Bethany, WV April 2017 to December 2018 Monitored SIS system data for completeness and accuracy Identified and communicated data integrity as well as security issues to upper management Provided a central point of contact for all change requests and system alterations Provided system training and support for all system users Created all new user accounts in active directory Built custom reports and mapping in Entrisik Informer Maintained control of access rights, security settings, and user privileges Imported and exported data as required to synchronize back-end systems Managed all system related project implementation and integrations Liaison for ICE Consortium and end users for SIS updates. Staff Accountant Bethany College - Bethany, WV April 2015 to April 2017 Managed receivables and provided customer service (current and former students) Prepared all student billings Maintained complete and accurate student account data and files

Organized collection efforts with multiple outside agencies Performed reconciliations for federal loans and state grants Administered annual setup within Colleague (Ellucian) Initiated as well as facilitated cooperative partnerships and communication between other campus offices

Implemented new billing software/applications Financial Aid Assistant Bethany College - Bethany, WV October 2011 to October 2014 Counseled students and parents regarding their financial aid packages Organized and maintained all student files Processed federal and state financial aid funding Monitored student aid data for completeness and accuracy Continuously used campus-based data system(s) as well as federal information data systems to access and process student information

Education Bachelor of Science in Criminal Justice in Criminal Justice West Liberty University - West Liberty, WV 2006 to 2010 Skills Sql Db, DBA, Microsoft Office (10+ years), Project Management (5 years), Policy Development (4 years), Document Management (8 years), Process Improvement (4 years), Process Development (4 years), Active Directory (2 years), Collections (2 years), Ellucian Colleague (9 years), Procedural Documentation Creation (4 years), Customer Service (10+ years), Report Writing (5 years), Data Entry (9 years), Databases (9 years), Data Integrity (9 years), Accounts Receivable (3 years), Account Management (3 years)

Assessments Data Analysis Highly Proficient May 2019 Measures a candidate's skill in interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data. Full results: https://share.indeedassessments.com/share_assignment/xwt7z8-fuaazbvo Spreadsheets with Microsoft Excel Proficient May 2019 Measures a candidate s Microsoft Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals. Full results: https://share.indeedassessments.com/share_assignment/ejdgakrulqgkwzd0 Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

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