

Contract and Database Administrator Contract and Database Administrator Contract and Database Administrator - Scantron Technology Services Omaha, NE Secure a full-time position that uses software and analytical skills Authorized to work in the US for any employer Work Experience Contract and Database Administrator Scantron HTS - Omaha, NE August 2008 to Present Analyze customer account relationships in dynamic database of 700,000 accounts Sort, cluster, and analyze patterns between accounts Determine which accounts should be consolidated, delineated, created, or deleted Restructure accounts based on above analysis to restore database integrity Enforce data quality management standards for data entry team Create queries to analyze and reconcile billing information Research and skip trace customer account information to insure accuracy and assist collections department Interact with customers by phone and email to ascertain maintenance needs and fiscal constraints Debit and credit customer's accounts Perform equipment changes to contracts Contract Information Security Assistant and Technical Writer Integrity Staffing August 2005 to August 2008 Participated as a People Soft 8.0/8.9 upgrade team member as an outside contractor, and as the contractor provided the following services: Customization of PeopleSoft 8.0 security parameters to PeopleSoft 8.9 Developed and proofread PeopleSoft 8.9 instruction training manuals for end-users Reported project status to appropriate committees by developing letters, formal reports, and proposals Insurance Application Verifier Proofread and audited recordings of verbal applications for health insurance to ensure application content was compliant with state insurance regulations Education Computer Programming and Office Software Metropolitan Community College 1998 to 2000 Skills Databases (10+ years), SQL (3 years), Crystal Reports (2 years), Data Analysis (10+ years), Microsoft Access (10+ years), Microsoft Excel (10+ years), Oracle Essbase (2 years), Technical Writing (10+ years), Visio (2 years), Data Reporting (10+ years), Public Speaking (10+ years), Financial Reporting (8 years), Oracle (10+ years), Financial Analysis, Microsoft Word (10+ years), accounting, Budgeting, Pivot Tables (10+ years), Forecasting Additional Information Data Mining and database reporting Data scrubbing and database normalization Predictive analytics and forecasting Visual Basic for applications Business process and technical analysis Technical writing Strong attention to detail

Strong analytical acumen

Name: Ashley Bruce

Email: naustin@example.net

Phone: (763)288-2588x1372