

Junior Oracle Database Administrator Junior Oracle Database Administrator Walnut Bottom, PA  
Problem solver who performs well under deadlines and with changing priorities Attentive to quality and detail Perform effectively despite sudden deadlines and changing priorities Rapid learner and motivated to increase knowledge and skills Experience with Microsoft Excel, Access, Word, Outlook, PowerPoint, Concur Travel and Expense, Unix/Linux, C++, C#, XML, PHP, JavaScript, HTML5/CSS, Photoshop, InDesign, Dreamweaver, Illustrator, SQL, Oracle DB, PeopleSoft  
Authorized to work in the US for any employer Work Experience Junior Oracle Database Administrator Indy Data Partners - Indianapolis, IN June 2018 to Present Remote) Administered databases including backups, performance monitoring, and disk usage Researched and analyzed database trends to prepare reports on database performance improvements Performing troubleshooting, administration, monitoring, tuning, and operational functions on Oracle databases for multiple clients Proactively responding to database alerts by installing, upgrading, and configuring servers to resolve issues Working with DBA team members to provide client requirements Treasury Assistant BlueLine Rental - Shippensburg, PA October 2014 to April 2017 Administer purchase, ghost, and fuel credit card programs for 2,000 employees and 1,500 company vehicles Approve and audit monthly Concur Travel & Expense reports for credit card and out of pocket expenses Setup and monitor 140+ locations within Treasury and Accounts Payable applications Maintain user access to Treasury and Accounts Payable applications Respond to employee and third-party issues, concerns, and questions in a timely manner Identify opportunities for process improvements and leverage technology to improve processes and gain efficiencies Customer Service Representative Tom James Clothing Company - Chambersburg, PA March 2008 to July 2012 Managed calls and emails pertaining to orders Created and reviewed spreadsheets and presentations Resolved customer issues Assistant Manager LJ's & The Kat Lounge - Hagerstown, MD September 2005 to October 2007 Developed formal system for storing employee files Maintained exceptional guest services and satisfaction Supervised and scheduled staff of 10-15 employees Trained service staff to enhance guest services and satisfaction Performed general clerical work Education A.A.S. in Web Development and Design Harrisburg Area

Community College May 2019

Name: Sean Thompson

Email: jeremyhodes@example.net

Phone: 486-258-3565x34462