

Junior Database Administrator Junior Database Administrator IT Business Analyst Professional
Paramount, CA Experienced Junior Database Administrator with a demonstrated history of working
in the business supplies and equipment industry. Skilled in SQL, Microsoft Excel, Management,
Customer Service, and Microsoft Word. Strong information technology professional with a Bachelor
of Business Administration (BBA) focused in Management Information Systems, General from
California State University-Long Beach. Authorized to work in the US for any employer Work
Experience Junior Database Administrator SoCal Office Technologies - Cypress, CA August 2016 to
Present -Provided front-end support for Database end users -Ensure Corporate trainer is kept up to
date with any software updates and changes -Meet users access requirements and resolve any
problems -Identify, test and resolve complex database issues -Make requested changes, updates
and modifications to database data and structure -Commission, update and install new applications
-Play active role in identifying and helping to resolve critical issues -Ensure optimal performance
and availability of databases -Provide ongoing database account maintenance avoiding any
customer duplication -Work in conjunction with Purchasing, Marketing and IT department resources
to maintain the customer and product information within the database -Provide communication
between end-users and back-end Database developers Business Analyst SoCal Office
Technologies - Cypress, CA September 2015 to August 2016 -Analyze data pertaining to current
sales contracts to determine profitability -Provide monthly presentations on reporting sand findings
-Provide executive management with necessary data analysis to implement recommendations and
changes for improving negative GP accounts -Research company trends that require action items
and make corrective action recommendations if possible Education Bachelor of Science in Business
Administration - Management Information Systems California State University of Long Beach Skills
Excel, Data Mining, HTML and CSS, JavaScript and JQuery, Email Marketing (1 year), Web
Management (2 years), Spanish (oral and written), Microsoft Office Links
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