

Database Administrator Database Administrator Amarillo, TX Authorized to work in the US for any employer Work Experience Database Administrator HydrochemPSC January 2009 to Present Database Administrator Answer phone and route to appropriate personnel Maintain current and accurate content of database Process leaks into system and direct to appropriate department . Ensure correct regulations are maintains on all components in database. Generate monthly reports and verify accurate totals for month Process monthly billing in CCM Process daily timesheets for 14 employees in CCM and enter payroll into Acumatica program for HydroChemPSC Generate semi annual reports qtrly monitoring and delay of repairs needed for EPA submission Assist technicians periodically by means of a radio/walkie talkie for necessary component information Maintain accurate filing system of all monitoring and leak information Education Some college Skills Microsoft Office (9 years)

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