SENIOR DATABASE ADMINISTRATOR SENIOR DATABASE ADMINISTRATOR DATA MANAGEMENT - GIBSON OVERSEAS INC Los Angeles, CA Work Experience SENIOR DATABASE ADMINISTRATOR GIBSON OVERSEAS INC June 2015 to Present   Review and analyze information for accuracy   Created, oversaw, and updated information on a daily basis. Proficient in Oracle Cloud, Magento, and Agile PLM. Help business optimize processes and improve workflow.   Ensuring all items have their correspondent price approval before setup in Oracle. Executed operating procedures with marketing and sales for special projects.   Delegate tasks to other team members in order to meet deadlines.   Translate to Spanish product content and benefits for packaging artwork and licensor approval.   Directly assist E-Commerce by managing all transactions, customer service, and generate aging reports bi-weekly from different selling portals Assisted customer service by answering phones, responding to questions and requests Coordinate the implementation for the upgrade system iCloud, testing and validation   Analyzed projects to find mistakes and eliminate issues within a timely manner. ADMINISTRATIVE ASSISTANT PRIDE SASH INC - Hawthorne, CA March 2010 to June 2015   Generated shipment invoices, prepared packages and set up courier deliveries for customers.   Customer service, billing, and invoicing   Monitored orders in the production department by urgency.   Generated quarterly reports to licensing companies.   Organized files, developed spreadsheets for quarterly sales reports, faxed reports and scanned documents.   Provided mock ups based on customer request for approval. Also mailed statements, Managed and solved customer inquiries   Maintained compliance with export guidelines and international standards. Customer service ORDER DESK, CRAIG MFG CO October 2004 to March 2010   Processed payments by telephone.   Provided quotes to customers.   Overviewed production orders.   Arranged local deliveries.   Entered orders using QuickBooks Pro   Inventory control.   Accounts receivable.   Spanish customer service. Education High school or equivalent Skills ORACLE (4 years), ACCOUNTING, QUICKBOOKS, EXCEL, OUTLOOK, POWERPOINT, WORD, BILINGUAL, PROBLEM SOLVING, MULTI-TASK Assessments Spreadsheets with Microsoft Excel   Proficient July 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/lb8gedasr2jm2hkp Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Name: Sean Ford

Email: adkinsdebra@example.org

Phone: 5282339110