

Unemployed Unemployed Database Administrator Foxborough, MA Work Experience Unemployed  
home Present Administrative Assistant / Database Administrator HMEA, Inc. - Franklin, MA  
November 2008 to August 2011 Maintained the donor database for a non-profit company; updating  
accounts, recording donations and generating donation acknowledgements Spearheaded the  
conversion of two donor databases to eTapestry a web-based product Created various reports  
related to accounts, donations and personal fundraising pages Distributed mass emails via  
eTapestry regarding various events increasing the company s awareness toward the environment  
Key person for all technical support and training of the donor database Education BA in Consumer &  
Family Studies Framingham State College January 1988 to January 1993 Skills Proficient in  
Microsoft Office 2007, Windows XP and web content management systems; Skilled using various  
database applications for donor and volunteer tracking; Skilled using Oracle Financials Links  
<http://www.linkedin.com/pub/julie-sharkey/3a/a96/273>

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