

DATABASE MASTER ADMINISTRATOR DATABASE MASTER ADMINISTRATOR DATABASE
MASTER ADMINISTRATOR - ABUNDANT LIFE CHRISTIAN CENTER North Syracuse, NY My
mission is to grow and better myself while helping others find their purpose through deep
compassion and integrity. Work Experience DATABASE MASTER ADMINISTRATOR ABUNDANT
LIFE CHRISTIAN CENTER April 2019 to Present Monitor data integrity by running weekly reports
Primary contact person to vendor CCB Anticipate and manage potential challenges Proactively
investigate to offer the best possible solutions Work actively with staff to ensure they are educated
in how to use database in their department VOLUNTEER ABUNDANT LIFE CHRISTIAN CENTER
2013 to Present Volunteer on a weekly basis Children's Ministry; Help to provide a caring and
welcoming environment to help guide children and students make positive life choices through care
and intentionality. EXECUTIVE ASSISTANT TO SENIOR PASTOR ABUNDANT LIFE CHRISTIAN
CENTER September 2017 to February 2019 Coordinate executive communications, including
taking phone calls, responding to emails and interfacing with partners Prepared documents for
meetings, recorded notes and provided deliverables following each meeting Scheduled meetings
and appointments and manage travel expenses Kept receipt logs of business credit card usage
and submitted them in a timely fashion Assisted in project management duties during building
campaign SERVER SMOKEY BONES August 2015 to September 2017 Creating a welcoming and
enjoyable experience for guests with excellence and enthusiasm Ensuring orders are correct and
properly inputted Completing other tasks such as cleaning and side work simultaneously
CUSTOMER SERVICE NATIONAL GRID March 2014 to August 2015 Job responsibilities included
providing knowledgeable customer service to patrons Triaging emergency service calls & field
questions Addressing billing issues Education ASSOCIATES DEGREE in Human Services
ONONDAGA COMMUNITY COLLEGE 2015 to 2017

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