

Database Administrator (Part-Time) Database Administrator (Part-Time) Database Administrator (Part-Time) - World Bridge Partners Cobalt, CT Business Administration Enthusiastic, goal-oriented certified Office Assistant seeking opportunity to utilize skills, abilities, and customer-service experience while contributing to professional goals and organizational success.

Certifications/Achievements/Skills _____ Microsoft Office Specialist Certification (MOS) and Internet skills Experienced with computer software installations and downloads Outstanding letter composition and proof-reading techniques Comfortable with PBX/multi-line phone system in service oriented, fast-paced environment Skilled at managing appointments, reservations, organizing multi-tasking and itinerary schedules IC3 Certification Skilled in maintaining, interpreting and evaluating data Expert in records management system: filing, sorting, updating, archiving and indexing Strong written and verbal communication aptitude creating meeting presentations (insert pictures, graphics and sound) Accurately key word processor at 75 words per minute (WPM) Work Experience Database Administrator (Part-Time) World Bridge Partners - Glastonbury, CT 2014 to Present Assisted administrative tasks for executive search firm. Compiled, categorize and input candidate resume data into database - CRM Heavy data entry- Ensuring detailed information is entered and accurate as it is pertaining to customer accounts. Upload documentation into the company server to ensure the future of availability of historical client information. Correspond via email. Maintain confidentiality of documents and proprietary information. Platinum Horse Music Group - Waterbury, CT 2016 to 2019 Private Healthcare Provider Provided private duty personal care and assisted inspirational speaker and music writer with cerebral palsy with all ADL's, companionship, and emotional support. Internship Department of Labor Exeter Job Corps Academy - Exeter, RI 2014 to 2014 Education and Training Office Assistant Assisted Deputy Center Director using Microsoft Office operating system for data entry, planning, scheduling, sorting and filing Scheduled appointments and delivered communications and memorandums Arranged deliveries of FedEx and UPS parcels and packages Observed and maintained OSHA regulations and standards ensuring safe and productive work environment Education Business Technology Exeter Job Corps Academy United

States Department of Labor - Exeter, RI 2014 to 2015 High School Diploma Glastonbury High School - Glastonbury, CT 2009 to 2013 Skills Microsoft Office (1 year), Team Certifications/Licenses Microsoft Office Specialist Present A+ Certified

Name: Dr. Benjamin Johnson

Email: parkertodd@example.net

Phone: +1-532-483-2813x1135