

Database Administrator Database Administrator Business Team Specialist Austin, TX
Accomplished, versatile and highly resourceful Database Administrator and Project Management Professional experienced at driving development, deployment and on time/on budget delivery of technical and business solutions. Work Experience Database Administrator Toler Law Group, PC - Austin, TX December 2012 to February 2015 Responsible for docketing deadlines for half of the firm's clients, including the firm's top-billing client Rolled out cloud-based docketing software critical to facilitating multi-million dollar growth Optimized software environment by creating client-specific processes, automating and augmenting reports using self-taught coding in Visual Basic editor, and establishing quality assurance procedures Worked with principals to develop weekly reports to enhance attorneys' personal docket management Recognized by both clients and firm leadership for increasing accuracy in client-facing reports to record highs Managed all offsite attorney workflow, effected new procedures to expedite reporting of critical matters to executives Led project to streamline submission of patent references using new software, wrote guide used in training staff Escalated staff pain points to management and organized meetings to guide solutions, established routine focus groups to survey employee satisfaction and enrich firm culture Marketing Database Specialist McDermott Will & Emery - Chicago, IL April 2012 to November 2012 Maintained data integrity in CRM database used by over 100 of the firm's capital partners Researched contact information for 1400 top clients for use in marketing campaigns Bug-tested new iterations of the database to ensure no inconsistencies in data and system processes Vetted contact information for 1400 top clients and added over 3000 new contacts to the database Advanced firm-wide guidelines and best practices that standardized data maintenance to enhance end-user experience Legal Assistant Siegel & Callahan, PC - Chicago, IL July 2011 to April 2012 Advised on 50 appraisal-based cases and maintenance of related files across various deadlines encountered Performed database analysis; innovated changes to the software and communicated salient business needs to developer Groomed client records and ensured performance tuning was in place, improving data retrieval speeds Researched and implemented software that improved communication between attorneys and staff Originated a

means to accurately and efficiently analyze properties receiving homeowner exemptions Education
B.A. in Philosophy Pomona College - Claremont, CA 2011 Skills Scalable Technology-Based
Solution Management Fluid Ability to Communicate and Drive Consensus Links
<http://www.linkedin.com/in/agregthomas>

Name: Jacob Davis

Email: wkelly@example.net

Phone: (205)399-1110x22523