

Database Administrator Database Administrator Database Administrator Houston, TX Work Experience Database Administrator Provider Relations - Houston, TX November 2018 to January 2019 77027 (281) 986-7623 - Debra Wilcox (Director) Prepared source data for entry by compiling and organizing data; establishing priorities; resolving incomplete and unclear data Entered data by operating data entry equipment, coding information, resolving problems Verified and balanced data by correcting information compiled within the database. Completed data management projects by resolving internal information discrepancies, and entering data Accomplished department and organization mission by completing related results as needed Worked with new providers in obtaining new network professionals by recruiting and sending new contracts Clerical / Database Administrator Coldwell Banker United Realtors - Bellaire, TX November 2012 to October 2018 77401 (713) 349-9700 Answer phone calls Check mail Check email/website Copying / Faxing / Filing all documents and files Agent Calendar and Travel Arrangements Scheduling meetings Heavy Data Entry - Customer, Vendor and Contractor Database set-up, maintenance, distribution and back-up Marketing Program to potential buyers/sellers and current customers utilizing customer database Typing correspondence and contracts and agreements Purchase orders Billing / Invoicing tenant/landlords and high-rise apartments for rent and referral fees. Collection of rent and referral fees Accounts Payables / Receivables Scheduling of contractors Expense Reports Office Supplies Marketing Assistant / Database Administrator Better Homes & Gardens Real Estate, Gary Greene - Houston, TX October 2010 to October 2012 77056 (713) 465-6644 Assistant to Director of Strategic Planning (Marketing) Checked emails from over 350 agents in 15 different offices Heavy Data Entry into customer database Collected Seller, Buyer, Tenant and Landlord information from all agents via telephone, inner-office correspondence, and emails Maintained customer database daily, adding and making changes Heavy Data Entry into Agent Database, to include photos of agents using Adobe Photoshop Maintained Agent Database with current photos. Mail Merge letter every month to hire new recruits from Texas Real Estate Commission, downloaded graduate database from TREC web-site. Implemented and maintained policies and procedures for company's custom

software / marketing program. Defining objectives of database implementation through consultation with staff at all levels Testing and Modifying databases to ensure that the operate reliable Provided user training, support and feedback Monthly Reports to Management utilizing database information Project Assistant Shelby Ranly & Associates, Home Builders - Houston, TX January 2002 to August 2010 77024 (713) 668-7008 Answer phone calls Check mail Check email/website Agent Calendar and Travel Arrangements Filing Scheduling meetings Transcribing Data Entry - Customer Database set-up and maintenance Typing correspondence, contracts and agreements Scheduling of contractors Purchase Orders Order Office Supplies Invoicing / Billing Accounts Payables / Receivables Payroll Expense Reports Office Supplies Education New Kent High School - New Kent, VA 1975 to 1979 Skills Data Entry, Typing, Data-Entry, Excel, Data Entry Operator

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