

Database Analyst /System Administrator Database Analyst /System Administrator Database Analyst /System Administrator - United States Navy Piscataway, NJ Highly motivated and energetic individual pursuing a position in customer service. Specific qualifications include: Project management Conflict resolution Microsoft Office Dynamic leadership Authorized to work in the US for any employer Work Experience Database Analyst /System Administrator United States Navy May 2017 to Present Coordinated the operation and maintenance upkeep of data system and associated hardware and software Oversaw the management of 2,500 aircraft component records in support of squadron flight operations Managed the monthly deliverance of data analysis regarding manpower utilization, material management and aircraft discrepancies to senior-level personnel Implemented and facilitated a command-wide training program increasing the qualification rate by 20% Aviation Maintenance Administration United States Navy September 2014 to Present Student Naval Air Technical Training Center - Pensacola, FL February 2017 to April 2017 Pensacola, FL Student Aviation Administrator Fleet Readiness Center Southwest Detachment - Point Mugu, CA February 2015 to February 2017 Processed all customer service transactions for 350 personnel Prepared and reviewed naval correspondence for distribution Input, validated and verified data pertaining to the history and maintenance of aircraft and associated aeronautical data Responsible for the maintenance of officer and enlisted personnel records Student Aviation Maintenance Administrationman "A" School - Meridian, MS October 2014 to January 2015 Student United States Navy Recruit Training Command - Great Lakes, IL September 2014 to October 2014 After Care Assistant Teacher Piscataway Board of Education - Manville, NJ October 2013 to August 2014 Maintained a safe and effective environment for academic instruction and/or enrichment activities Taught small group and individualized instruction to students as needed Collaborated with other afterschool staff, school teachers and parents regarding student progress Monitored students in accordance with school administration guidelines Special Education Instructional Assistant Manville Public Schools - Manville, NJ August 2013 to August 2014 Assisted in the presentation of instructional materials and academic instruction under the direction of the primary teacher Developed and directed stimulating group activities Observed and regulated behavior of

students inside and out of classroom, providing interventions when necessary    Performed a variety of administrative functions in support of district curriculum Hostess/Server The Cheesecake Factory - Bridgewater, NJ August 2010 to October 2013    Promoted and maintained high standard practices    Coordinated front desk operations with heavy customer interaction    Handled cash, credit, debit transactions and special requests    Provided guest service and assistance throughout the restaurant Intern Congressional Campaign - Rutherford, NJ August 2012 to November 2012    Provided administrative support for campaign headquarters    Canvassed and surveyed potential voters throughout congressional district    Represented candidate at community events and engagements    Hosted voter registration drives for college students Education Bachelor's Degree in Political Science in Political Science Rutgers University - New Brunswick, NJ September 2009 to May 2013 Skills Microsoft Office (10+ years) Military Service Branch: United States Navy Rank: E-6

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