

Administrative Assistant Administrative Assistant Administrative Assistant Chicago, IL Authorized to work in the US for any employer Work Experience Administrative Assistant Ammad & Associates - Houston, TX September 2012 to December 2013 Reduced office paperwork by putting an online system into effect for document management which increased the efficiency by 55% and reduced office space by 40%. Respond to customers inquiries by answering calls an average of (80+/day).

Increased positive customer survey by 30%. Schedule and arrange meetings, appointment for supervisors and managers. Assisted in document scanning (80+/day) and log them in the agency computer system. Generated weekly reports. Database Administrator Amman Municipality - Amman, JO January 2011 to May 2012 Reorganized the database schema and recover the physical disc space which improved the performance by 40%. Performed data communication between databases by using Oracle utilities such as import, export, and SQL\* Loader. Altered modified and Created database object such as tables, view, and database index. Created database backup by using SQL script, created new user account, maintained user privileges.

Worked closely with project team members and participated in all aspect of SDLC. Education Master of Science in Computer Science Chicago State University - Chicago, IL 2017 Bachelor of Arts in Management Information System Balqa' Applied University 2011 Skills SQL SERVER, MYSQL, ORACLE (1 year), SQL (1 year), C++, Administrative Support, Excel, Data Entry, Executive Administrative Additional Information - Expert in MS office suite including Word, Excel, PowerPoint, Access - Proficient in MySQL, MongoDB, Oracle, SQL Server, Apache Hadoop, SAS, Wireshark -Proficient in programming language including SQL, C++, CSS, Java, HTML

Name: Lance Fry

Email: iperez@example.net

Phone: 511-651-7022x7288