

Database Administrator Database Administrator Data Planning Specialist Wantagh, NY + Working on City Works, GIS and analyzing data with Excel: Use Cityworks (CW) to: Create work orders (WO) & reports Extract data to assist the management and crew Create inspections Support WO with necessary documents. Use GIS to search and extract data from different layers using IF statements. Use Acrobat DC software to scan, edit and organize PDF files. Responsible for developing and implementing data analysis, data collection systems and data quality assurance. Responsible for interpreting complex data and analyzing the results using statistical techniques, making data available, digestible, and actionable to crews, supervisors and managers. Responsible for developing and implementing data analysis, data collection systems and data quality assurance. Responsible for carrying out daily administrative task supporting crews, supervisors and managers. Responsible for providing daily support to crews and supervisors in the use of Cityworks. Responsible for developing and updating various reports for GIS & Planning department on schedule. Assist in the preparation and implementation of sewer planning and development projects. Carry out research, compile data and assess project conformity with planning. Assist project with compliance with all Corporate and Regulatory requirements. Authorized to work in the US for any employer Work Experience Database Administrator Care 4 Needy Copts January 2016 to August 2018 A (Blackbaud). Non-profit Organization - part time job) Good Command of Microsoft Office + Using Raiser's Edge program, responsibilities included but not limited to: Applications: MS Word, Excel, Power Import new records into Raiser's Edge. Point, Publisher, Internet and Web Merge duplicate records. Surfing. Update records with relevant information. Educational Center, 2001 2008 to 2009 Assist project with compliance with all Corporate and Regulatory + Visual Basic.Net (2008 - 2009) requirements. Education B.Sc. in Business in Planning SADAT ACADEMY FOR MANAGEMENT - Cairo, EG September 2018 to Present Skills Cobol (Less than 1 year), collection (Less than 1 year), data analysis (Less than 1 year), data collection (Less than 1 year), data quality (Less than 1 year), Marketing analysis (Less than 1 year), quality assurance. (Less than 1 year), Unix (Less than 1 year) Additional Information systems and data quality assurance. Responsible for interpreting complex data and analyzing the

results using Computer Skills: statistical techniques, making data available, digestible, and actionable to Good Command of Building Software crews, supervisors and managers. (Analysis & Design). Responsible for developing and implementing data analysis, data collection + Academic Studies in COBOL, Artificial systems and data quality assurance. Intelligence, UNIX, Networks, Responsible for carrying out daily administrative task supporting crews, Operating Systems. supervisors and managers.

Name: Michael Nelson

Email: joshuaajones@example.net

Phone: 573.777.4341x6669