

DATABASE ADMINISTRATOR DATABASE ADMINISTRATOR Plant City, FL To work in an environment that will challenge me further; while allowing me to contribute to the growth and success of the organization. Work Experience DATABASE ADMINISTRATOR EARLY LEARNING COALITION OF MANATEE COUNTY - Palmetto, FL March 2017 to Present Coordinate data input and maintenance of Web based system to track participants and report outcomes to funders. Build reporting forms in database, upload data and build reports from system. Ensure data quality and accuracy. Assist with OEL Statewide Portal for provider contracts and reimbursement. PROVIDER RELATIONS SPECIALIST EARLY LEARNING COALITION OF MANATEE COUNTY - Palmetto, FL July 2011 to March 2017 Provide contract monitoring and support to providers for VPK and School Readiness. Monitor and follow OEL Guidance, State Statute, Rules & Regulations monitoring both internally and for contracted providers. Provide technical assistance to providers, learn new programs and website applications for both tracking of compliance and provide assistance as needed to providers. Generate and send correspondence in both electronic and hard copy format. HUMAN SERVICES ANALYST MANATEE COUNTY GOVERNMENT November 2004 to June 2011 Write contracts and monitor for compliance to County funded children's programs. Part of the team to create, train and maintain Program Outcome Measurement database. Assisted in the creation, maintenance and training of funding proposal forms, spreadsheet and charts for funder review and payment verification and approval. Created flyers, newsletters and other publications for distribution to funded agencies as well as special events. Education High school or equivalent in GENERAL STUDIES MANATEE HIGH SCHOOL - Bradenton, FL August 1982 to June 1986 Skills Database administrator, Database, Microsoft access, Tableau, Excel, Outlook, Microsoft word, Word, Illustrator, Publisher, Customer service, Adobe illustrator, Microsoft Programs, Data Entry, Verbal and Written Communication Skills. (10+ years) Assessments Spreadsheets with Microsoft Excel Highly Proficient July 2019 Measures a candidate's Microsoft Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals. Full results: [https://share.indeedassessments.com/share\\_assignment/o7-xa2etxvevoxra](https://share.indeedassessments.com/share_assignment/o7-xa2etxvevoxra) Intermediate Word Processing with Microsoft Word Highly Proficient July 2019 Measures a candidate's knowledge of

intermediate Microsoft Word techniques including the use of formatting, Track Changes, and Comments. Full results: [https://share.indeedassessments.com/share\\_assignment/c8jjxwtxnfs-g72s](https://share.indeedassessments.com/share_assignment/c8jjxwtxnfs-g72s)

Administrative Assistant Highly Proficient July 2019 Using basic scheduling, attention to detail, and organizational skills in an office setting. Full results: [https://share.indeedassessments.com/share\\_assignment/dkcjyrfd1dsquypg](https://share.indeedassessments.com/share_assignment/dkcjyrfd1dsquypg)

Proficiency with Microsoft Office: Mail & Calendar (PC) Highly Proficient July 2019 Measures a candidate's proficiency in using Microsoft Office Mail and Calendar tools to manage their workload. Full results: [https://share.indeedassessments.com/share\\_assignment/pojc6babpff78i7u](https://share.indeedassessments.com/share_assignment/pojc6babpff78i7u)

Basic Word Processing with Microsoft Word Highly Proficient July 2019 Measures a candidate's knowledge of basic Microsoft Word techniques for word processing, including the use of tools to format or edit text. Full results: [https://share.indeedassessments.com/share\\_assignment/m38lcwrtiwijszwt](https://share.indeedassessments.com/share_assignment/m38lcwrtiwijszwt)

Social Media Highly Proficient July 2019 Measures a candidate's ability to create content, communicate online, and build a brand's reputation. Full results: [https://share.indeedassessments.com/share\\_assignment/vyzq26mez-0rua1o](https://share.indeedassessments.com/share_assignment/vyzq26mez-0rua1o)

Scheduling Highly Proficient July 2019 Cross-references agendas and itineraries to avoid scheduling conflicts. Full results: [https://share.indeedassessments.com/share\\_assignment/swp59xnywltdxodr](https://share.indeedassessments.com/share_assignment/swp59xnywltdxodr)

Verbal Communication Highly Proficient July 2019 Speaking clearly, correctly, and concisely. Full results: [https://share.indeedassessments.com/share\\_assignment/iefmububi-b4c92y](https://share.indeedassessments.com/share_assignment/iefmububi-b4c92y)

Data Entry Highly Proficient July 2019 Measures a candidate's ability to accurately input data and effectively manage databases. Full results: [https://share.indeedassessments.com/share\\_assignment/3vpb4tzzr4l-tt-kh](https://share.indeedassessments.com/share_assignment/3vpb4tzzr4l-tt-kh)

Customer Focus & Orientation Highly Proficient July 2019 Responding to customer situations with sensitivity. Full results: [https://share.indeedassessments.com/share\\_assignment/1jfo96muotxas1od](https://share.indeedassessments.com/share_assignment/1jfo96muotxas1od)

Basic Computer Skills: PC Highly Proficient July 2019 Measures a candidate's ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common computer problems. Full results: [https://share.indeedassessments.com/share\\_assignment/zbkdp-jks-z4gysa](https://share.indeedassessments.com/share_assignment/zbkdp-jks-z4gysa)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field. Additional Information

**SKILLS & ABILITIES** Proficient in

Microsoft Word, Excel, Power Point and Outlook    Experience in Microsoft Access, and Publisher  
Experience in Adobe Illustrator, In Design and Photo Shop software    Experience in Tableau  
reporting software    Extensive Customer service and communication skills    Ability to work alone or  
as part of a team.    Organizational and work prioritization skills    PROFESSIONAL DATABASE  
ADMINISTRATOR- EARLY LEARNING COALITION OF MANATEE COUNTY

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