

Database Administrator Database Administrator Database Administrator Temple Hills, MD To find employment as a Receptionist or Entry- Level Admin. Assistant for a company that will benefit from 10+ years mod experience in customer service and strong organizational skills Work Experience Database Administrator Evangel Assembly Church of God - Temple Hills, MD 2017 to 2018 Customer service focus with experience actively listening, eliciting information, comprehending customer issues/needs, and recommending solutions. Teacher's Assistant/Substitute Arlington Public Schools - Arlington, VA 2015 to 2018 Engaging students in conversations, listening to them, and proactively helping to meet their educational needs. Receptionist Lydias House - Washington, DC 2013 to 2015 Ability to interact with integrity and professionalism with customers and team members. Volunteer Arlington Public Schools - Arlington, VA 2009 to 2013 Working as a part of a team to help customers succeed financially. Education Business Administration Prince Georges Community College - Largo, MD September 2013 to Present Wakefield High School - Arlington, VA 2013 Skills Administrative/computer, Data entry, 75 wpm, Excel, Powerpoint, DBA, Sql Db, Oracle Db Additional Information Organizational Skills Goal Achiever - Appointment Management - Delegator - Multitasker - Detail-oriented Administrative/Computer Skills Proficient with Microsoft Word (75 WPM) - Excel - Powerpoint - Data Entry Skills Interpersonal Skills Verbal/Non-Verbal and Written Communication Skills - Active Listener - Motivational

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