

Database Administrator Database Administrator Database Administrator - Suitland Dental Center
Washington, DC Work Experience Database Administrator Suitland Dental Center - Suitland, MD
May 2017 to Present Produce daily and monthly reports on all activities. Coordinate movement of
equipment including transportation and delivery. Keep group knowledge up to date concerning
software. Develop and mentor team members. Coordinate temporary projects that can vary in
scope as well as a fluctuating temporary work force. Update databases for tracking purposes.

Cashier/Customer Service Burger King - Fort Washington, MD March 2016 to May 2017
Communicated clearly with customers in a professional, friendly, and efficient manner. Clearly
transcribed customers' orders and collected and facilitated payments from customers Sales
Representative Cutco - Crofton, MD June 2016 to February 2017 Visited 30 to 40 local business
daily and gave an average of 8-10 presentations Enhanced interpersonal communication,
time-management skills, and confidence Developed skills on managing a territory, prospecting,
building rapport, and closing the sale Worked with renewal accounts to handle concerns and find
ways of improving advertisements when necessary Education Bachelor of Science in
Communication Management & Design Trinity Washington University - Washington, DC Skills
DREAMWEAVER (Less than 1 year), EXCEL (Less than 1 year), FLASH (Less than 1 year),
INDESIGN (Less than 1 year), MICROSOFT OFFICE (Less than 1 year) Additional Information
COMPUTER SKILLS Proficient in Microsoft Office (Word, Excel and PowerPoint) Curriculum
included courses in Photoshop, Dreamweaver, iMovie, Flash, Xhtml, and InDesign

Name: Brian Thomas

Email: alowery@example.org

Phone: +1-365-754-5471x371