**Denise Phillips**

(508) 314-5912 [**phillipstechnologies7@gmail.com**](mailto:phillipstechnologies7@gmail.com)

**Information Technology Analyst**

**Summary of Qualifications:**

* Experience in data administration, people soft security set ups of profile, roles row level security/permission lists.
* Solid understanding and work experience functionality and technically in PeopleSoft Security for Financial modules (AM, AP, AR, CM, ePRO, GL, INV, PO),HRMS modules(BN Admin., ePay, Self-Service, Payroll, Time& Labor), EPM(PS Query , Reporting Tools)
* Implement Row Level Security, Add/Update PeopleSoft User Profiles, Maintain Roles.
* Excellent organizational skills, attention to detail.

**Professional Experience:**

**PeopleSoft Security Analyst Office of State Comptroller, Hartford, CT 06106**

**March 2007 - Present**

* Responsible for performing data analysis, research, security setups, configuration, security audits, support, security implementation, testing and documentation management.
* Manage the testing and migration of security objects from the non-production environments to production environments
* Implement Row Level Security, Add/Update PeopleSoft User Profiles, Maintain Roles.
* Provide system support and maintenance (i.e. purging of obsolete security objects, test accounts and general security housekeeping) as needed.
* Document security procedures/business processes/process SQL query scripts.
* BI/XML Publisher report design/development audit report created for multiple agencies Liaisons.

**Business Analyst, Tekelec (Manpower Technical), Raleigh, NC 27606**

**May 2006 – March 2007**

* Prepared ad-hoc analytical financial quote request for client, analyzed and prepared quote margin analytical reports, quote details and pricing summaries.
* Maintained CSV files, transferred data from Oracle database to Excel Spreadsheet. Supported data mapping and organizational repository data moves.
* Administered Microsoft Excel Macros, utilized Oracle E-Business Suite (11i) to process and submit quotes for approval.
* Executed and tested new features in the Oracle (11i) application, test scripts, document test cases/scenarios, and communicated any issues to the development and testing team.

**Property Manager, Ablest Staffing Services, Morrisville, NC 27705**

**August 2005 - May 2006**

* Monitored the status of all service request as well as all apartment turnovers, managed all work order service request in the Rent Roll software system.

**Data Administrator, Northrop Grumman Information Systems, Government Services (USPS), Raleigh, NC 27609**

**September 1997 – September 2003**

* Performed data administration activities, ensuring compliance to policies, procedures, standards and guidelines
* Managed corporate repository data, supported data mapping and data extractions/moves, and administered database security permission and group administration for all applications.

**Computer Operator, Bay State Medical Center (Pathology Lab Information Systems), Spfld, MA 01107**

**December 1988-June 1995**

* Monitored and operates all computers utilizing established Health Information System standards and procedures, and ensure correct and timely completion of all assigned duties on each shift. Considerable judgment required to implement recovery procedures of application software problems as well as equipment malfunctions. Reported situations not defined by operations procedures to the immediate supervisor or the appropriate system support person.

**EDUCATION:**

**Wake Technical Community College, Raleigh, NC**

* Windows 7 Configuration MCTS Exam 70-680(Installing Windows 7, Deploying Windows 7, Working with Disks and Devices, Connecting to a Network. Managing and Monitoring Windows 7)
* Security+ SYO-301 (Identify what is meant by security threats ,Identify the concept of encryption, Recognize the uses of Firewalls, Proxies, and Intrusion Detection Systems, NAT, NAC, DMZs and VLANs, Identify security policy and order the steps to create, maintain, implement and enforce the security policy.)

Certification- Oracle 10g Database Administration

**Capital Community College- Hartford CT**

Health Informatics Concentration Workflow & Redesign Specialist

**Oracle University (Instructor-Led Training)**

Certification: People Soft Security, People Tools I/II, People Code 8.44/8.50, XML/BI Publisher 8.50

**University of Maryland, Adelphi, MD**

Bachelors of Science Management Information Systems

Certifications- Database Management/Project Management and IT Management

**IT SKILLS:**

**Oracle Products:** Oracle RDBMS V8.0, 8i, 9i, and 10g on Windows NT/2000/XP,

PeopleSoft Security/People Tools I/II/People Code 8.44/8.50

**Operating Systems**: Windows NT/2000/XP/Vista, Unix/Linux

**Databases:** Oracle, MySQL and Microsoft Access.

**Software:** Microsoft Office Suite

**Languages:** RPGII/III, C, VB6, SQL, PL/SQL, and SAS (Base/Marcos)

**Web Tools**: XML, HTML, XHTML, PHP