1. Utilized keypunch and electronic data entry machines from source documents to input source used by computer processing.
2. Prepared and sorted mail and packages for shipping and delivery.
3. Observed safe equipment operation and practices during each work shift.
4. Recorded machine utilization data for every job and provided it to [Job title].
5. Developed professional working relationships with other employees by using effective communication and active listening skills.
6. Planned and implemented security measures to safeguard vital business data.
7. Built databases and table structures following [Type] architecture methodology for web applications.
8. Implemented BI solution framework for end-to-end business intelligence projects.
9. Wrote and maintained technical and functional specifications to document database intentions and requirements.
10. Administered, supported and monitored databases by proactively resolving database issues and maintaining servers.
11. Coordinated with project management staff on database development timelines and project scope.
12. Developed, updated and organized [Software] databases to handle customer and [Type] data.
13. Created and implemented database designs and data models.
14. Tested programs and databases to identify issues and make necessary modifications.
15. Managed systems and infrastructures by defining hardware requirements and planning storage capacity for [Type], [Type] and [Type] databases.
16. Installed, upgraded, configured and tuned [Type], [Type] and [Type] systems and all associated middleware in LINUX and Windows environments.
17. Eliminated downtime by accurately implementing [Type] database.
18. Set up and controlled user profiles and access levels for each database segment to protect important data.
19. Modified existing databases to meet unique needs and goals determined during initial evaluation and planning process.
20. Designed and developed [Type] and analytical data structures.