1. Documented and communicated database schemas using accepted notations.
2. Planned and installed upgrades of database management system software to enhance database performance.
3. Collaborated with system architects, design analysts and others to understand business and industry requirements.
4. Reviewed project requests describing database user needs to estimate time and cost required to accomplish projects.
5. Gathered, defined and refined requirements, led project design and oversaw implementation.
6. Developed and delivered business information solutions.
7. Designed data models for complex analysis needs.
8. Managed identification, protection and use of data assets.
9. Developed database architectural strategies at modeling, design and implementation stages to address business or industry requirements.
10. Established and secured enterprise-wide data analytics structures.
11. Actively listened to customers' requests, confirming full understanding before addressing concerns.
12. Completed minor preventative maintenance and mechanical repairs on equipment.
13. Led projects and analyzed data to identify opportunities for improvement.
14. Identified issues, analyzed information and provided solutions to problems.
15. Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
16. Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
17. Worked closely with [job title] to maintain optimum levels of communication to effectively and efficiently complete projects.
18. Delivered exceptional level of service to each customer by listening to concerns and answering questions.
19. Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
20. Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.