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OBJECTIVE

Information Technology Position in Database Administration

EDUCATION

Clayton State University Morrow, GA
Bachelor of Information Technology in Database Administration 2010

SKILLS

Database Skilled in Oracle 8 Basics: PL/SQL, Triggers, Procedures
Programming Beginning level programming in C++, Visual Basic, Perl
Networking Networking Essential, TCP/IP, NT Workstation, Peer to Peer
Operating Systems Linux, Windows XP, Window NT
Office Resources Microsoft Office Suite

EXPERIENCE

Clayton State University Morrow, GA
Student Assistant 2009-present

- Maintain student information databases
- Produce correspondence and reports
- Maintain office-filing system
- Greet students and other visitors
- Answer and route telephone calls

The Nilan Company Atlanta, GA
Assistant Inventory Services Manager 2007-2009

- Maintained database of company products
- Scanned and downloaded customer orders
- Prepared floor books for company shows
- Updated sales representatives on product specials and discounts

General Services Administration Birmingham, AL
Administrative Assistant 2007

- Developed and produced outgoing correspondence for company director
- Maintained all office files
- Operated a multi-line telephone system
- Processed and distributed all mail

United States Army Ft. Meade, MD
Training Specialist 2003-2007

- Designed graphs and prepared slides for Battalion Commander
- Processed and distributed memoranda for over two thousand personnel
- Developed and maintained filing system for training office
- Coordinated training exercises for more than five hundred personnel
- Processed and maintained training records
- Awarded Army Achievement Medal

AVAILABILITY

Immediately