**AMY SMITH**  
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**Seek the Position of Database Administrator**  
  
**Summary**  
  
Established track record with 8 years of experience in helping organizations to efficiently design and coordinate changes to their computer databases, test and implement the database applying knowledge of database management systems, as well as plan, coordinate, and implement security measures to safeguard computer databases.

**Core Competencies**

* Sound knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
* Immense knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
* Solid knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
* Excellent knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
* Proficient in writing computer programs for various.
* Remarkable ability to analyze needs and product requirements to create a design.
* Ability to teach others how to do something.
* Ability to generate and adapt equipment and technology to serve user needs.
* Sound ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* Gifted at using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.

**Education and Professional Training**  
  
M.S. Computer Science, University of New York, NY (2002)  
  
B.S. Computer Science, University of New York, NY (1997)

**Professional Experience**

**Assistant Database Administrator TOMJONS Inc.,**  
New York                                                     2001 - Present

* Responsible for the analysis, support, maintenance, and implementation of TOMJONS' present (First Edition) and future membership database information systems.
* Provide technical expertise and support in database systems and associated management software.
* Resolve database and program operational problems with other TOMJONS information technicians and outside vendors.
* Analyze, design, and develop new database reports as required; and necessary MS Access programs and databases to augment the features of TOMJONS' information management systems.
* Coordinate with TOMJONS' Network Administrator to implement and support the membership database with the Association's information management system; ensure a reliable disaster recovery plan is in place, tested, and documented; installation of upgrades/updates to the database systems and Association's management software; and the exchange of database information between TOMJONS headquarters and remote TOMJONS facilities and web site host.
* Work with other outside organizations to export and import data.
* Automate the exchange of information between the web site hosting vendor and TOMJONS' database system.
* Ensure the Business Office receives timely and accurate financial information from the membership database.
* Assist and train other department personnel to allow them to work with the membership database in a self-sufficient mode of operation.
* Document any permanent programs and procedures that are developed; and those that are not otherwise existing in vendor supplied information.