

CLIENT NAME

(222) 222-2345
client@gmail.com

Street Address
City, IL 60511

DATABASE ADMINISTRATION EXECUTIVE

MANAGEMENT | ADMINISTRATION | SECURITY | DESIGN | IMPLEMENTATION

Highly accomplished project management professional with more than nine years of experience working with clients, business partners, and end users, including six years as DBA in development and production environments. Proven expertise in all phases of database development, from needs assessment to QA/QC, design/support, information technology, troubleshooting, systems evaluation, technical support, end user training, and database management. Accomplished provider of technological solutions to enhance operational efficiency with exceptional critical thinking, and analytical skills. Talented manager with demonstrated achievements in team development, training, and leadership.

Key Skills:

Database Cleanup—Content Management—Procedure Creation— Fundraising Analysis Queries— General Database Management—Membership Procedures—Database Financial Reports—Needs Analysis—Crystal Reports Registration Procedures—Project Management—Training—Online Registration—Online Giving Email Marketing—Data Security—Data Integrity—Vendor Management

TECHNICAL

Software: Raiser's Edge Fundraising, Server Management Studio & iMIS Association Management SQL Databases, Convio (email marketing software), Informz (email marketing software), DonorPerfect Database, Task Centre, MS Office Suite: Excel, Word, PowerPoint, Access, InfoPath, Project, OneNote, SharePoint

PROFESSIONAL EXPERIENCE

THE COUNCIL ON FOREIGN RELATIONS, Chicago, IL 2002-Present

Director—Database & Constituent Services (2007-Present)

Manage constant communication and online commerce with potential financial contributors and donors. Develop innovative and cost-effective database management and administration to streamline plans for philanthropic contributions and events. Drive continuous process improvement in support of 40+ users by delivering database integration and eliminating redundancy in information collection. Oversee and execute database management and system evaluation. Plan and coordinate day-to-day and long-term maintenance and technical support of internal databases from testing stages through implementation and operational support. Champion all safeguards to maintain database security. Oversee vendor support for design, development, and implemented automated data backup and restoration procedures. Provide technical support for database maintenance and disaster recovery.

Selected Achievements & Projects:

- Perform upgrade of iMIS SQL database to increase flexibility and effectiveness of online registration system in content management system.
- Led selection and implementation of software for coupon promo codes project. Worked closely with end users and outside vendors to oversee project from concept to completion.
- Managed project to upgrade internal registration process with InfoPath. Designed and implemented data collection form that successfully captured critical registration information harvested from emails and established communication link.
- Perfected event creation process with an InfoPath form that notified target group of planned events and provided detailed information to be entered into database.
- Helped redesign and launch company's revamped Web site that improved site navigation and increased online

registration membership. Assisted in building database that enabled new registrants to develop unique usernames and passwords.

Director—Membership Services (2002-2007)

Created, planned, and implemented online registration process, online giving procedures, and e-mail marketing utility. Managed database and performed systems evaluation. Designed complex queries, standard reports, and Crystal Reports to analyze and better serve the Council's constituencies. Trained employees and supervised day-to-day job responsibilities.

Selected Achievements & Projects:

- Revamped membership department.
- Led design and implementation efforts associated with on-site membership sales program.
- Played principal role in increasing productivity levels and developing cost containment initiatives.

THE DENVER INSTITUTE, Chicago, IL

2001-2002

Director—Research & Records Management

Managed all aspects of the development of a database strategy plan. Performed database cleanup, documentation, and procedure creation. Compiled financial reports and fundraising analysis.

Selected Achievements & Projects:

- Spearheaded the creation and maintenance of database that managed fundraising and contact data for institutional advancement, seminars, President's office needs, accounting, and Aspen's community initiative.
- Drove organizational efforts that increased database usage by 50%. Improved information retrieval efficiency and revitalized systems security integrity.

MT. SINAI HEALTH SYSTEM, Chicago, IL

1995-2001

Development Systems Manager (1998-2001)

Organized planned usage and applied technology components for fundraising departments. Served as primary liaison to Senior Management, Information Systems, Accounting Department, System Vendors, and end users.

Selected Achievements & Projects:

- Achieved project management functions within allotted time frames and budgetary constraints.
- Improved database integrity and security by establishing organizational protocols.

Development Systems Coordinator (1995-1998)

Selected Achievements & Projects:

- Led team that transitioned manual fundraising to DOS.
- Led team that transitioned DOS to Windows database.
- Championed increase in productivity with the utilization of technology (queries, reports, and exports).

~Earlier career roles include **Assistant Director of Development**, ST. JOSEPH'S CARONDELET CHILD CENTER, Chicago, IL (1994-1995); **Sales Representative**, KRAFT GENERAL FOODS, Addison, IL (1989-1993); **Systems Analyst**, ALLSTATE INSURANCE COMPANY, Northbrook, IL. (1987-1989) ~

EDUCATION

BA, Political Science, NORTHWESTERN UNIVERSITY, Evanston, IL

Additional Coursework, Project Management, NORTHWESTERN UNIVERSITY, Chicago, IL

Additional Coursework, Visual C++, DEPAUL UNIVERSITY, Chicago, IL

COBOL & Computer Applications for Business (Visual Basic), DEVRY INSTITUTE OF TECHNOLOGY, Addison, IL