**Name**

Email • Phone • City, State

Fully Work Authorized • No Visa Sponsorship Required • Open to Relocation

**PROFESSIONAL SUMMARY**

(Database Developer/Administrator) with (#) years of experience in (technical key skill), (technical key skill), and (technical key skill). Seeking opportunity as \_\_\_\_\_\_\_\_\_\_.

**KEY SKILLS**

**Certifications:** Oracle (SQL, PL/SQL MySQL DB Admin), Salesforce Administrator, Microsoft (MTA Database/Developer, MCDBA, MCSA SQL Server),

**Languages:** PHP,MySQL, Shell Scripting

**Software:** MS Project, SharePoint

**Systems:** Windows (XP, 7, 8), Mac OSX, Linux

**Cloud Computing:** Machine learning and AI, Cloud migration and multi-cloud deployment, Automation

*\*Add more categories if necessary\**

**PROFESSIONAL EXPERIENCE**

**Position Title** **Start Month/Year – End Month/Year**

**Company Name,** City, Country

*Type of business, type of projects company specializes in (if applicable), information on the business size if applicable (how many offices, offices in how many countries, etc.) and number of employees*

* General summary of your duties/responsibilities in this role, including size of the database you were maintaining or developing
* What systems did you deploy/develop/configure/upgrade /manage/troubleshoot? What result or impact did your actions have (i.e. cleaned up data, improved user experience, lowered costs etc.)? By how much and in what timeframe? What technologies did you use?
* What data migrations did you support/manage/implement, if relevant? What were the results/impact of the migration?
* Do you have experience consolidating/centralizing/standardizing databases or data entry processes? What was the scale and what was the result/impact? (e.g., less infrastructure, lower headcount, lower operating costs)
* What experience do you have with database backup/recovery? Include the specific results/impact of your actions and their timeframe
* Do you have experience working with third party providers/services (outsourced services)? If yes, in what context and to what result/impact?
* How many staff members did you manage in this position if any? What types of staff? Were you involved in training/hiring?
* What types of documentation/reports/presentations did you prepare? Who did you submit these to?
* List 1-3 specific accomplishments, if relevant, using **actions, results,** and **timeframe** to specify: did you save any money for the business, implement a new process that increased efficiency, reduce the timeline for a project by improving the design, etc.? What technologies did you use in these accomplishments?

*\*Repeat as necessary, listing work experience in chronological order starting with your most recent position\**

**ADDITIONAL WORK EXPERIENCE**

**Survival Job/Volunteer Position Title, Company Name,** City, State **Start Month/Year – End Month/Year**

**EDUCATION**

**Highest Degree Title Year of Graduation**

**Name of University**, City, Country

*Description of the university including any relevant rank the university held and accreditation*

*\*Continue listing degrees (Bachelor or above) if you have them, using this format, with most recent degree at the top\**

**PROFESSIONAL DEVELOPMENT/AFFILIATIONS**

* List relevant courses, certifications, or seminars, Institution **Year of Membership/Certification**