

Paul Martinez

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(999) 999-9999

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DATABASE ANALYST

PROFILE

Highly experienced Database Analyst with a record of developing and supporting solutions. Outstanding ability to facilitate effective communication, able to remain calm and work well in all situations and environments, constantly seeking new challenges, a professional and driven individual with both a strong work ethic and the desire to exceed expectations in all aspects of professional endeavor.

A seasoned technology professional who enjoys the synergies of idea exchange, collaboration, and shared learning. A creative problem-solver with experience in Information Management, Data Analysis, Database Administration, and Marketing Data Analysis. Adept at translating complex business requirements into customized reports using SQL, MS Access, SAS, and Excel.

- Technically savvy, able to quickly assess and utilize the appropriate response to meet the specific needs of the business requirement at hand. A welcome addition to any team, ready, willing, and able to function in any role necessary to insure project success and on-time project delivery.
- Experience with applied data analysis on account or customer-level datasets with diverse and extensive transaction volume.

CORE COMPETENCIES

Marketing Data Analysis • Database Administration • Client Collaboration • Decision Support for Financial Analysis and Modeling • Systems Operations and Development

PROFESSIONAL EXPERIENCE

ABC Inc.

Any Town, NY 2009 - 2010

Database Marketing Analyst

- Troubleshooted and tracked PO transactions, faxes, EDI transactions, AP purchase order/ invoice matching.
- Analysis and design for new programs and modifications for ERP, including user and program documentation, testing and implementation.
- Maintained and designed Oracle triggers. Created and updated Oracle tables and indexes.
- Created PL/SQL queries and scripts to update and create tables, extract data for uploading, reporting, analysis and data consistency checks. Exported data to Excel and Access for reporting, summarizing, created bar graphs and charts in Excel, and integrating data from different systems into an Access DB.
- Created usage reports on items, vendor spend, cost center spend, invoice totals, PO totals, sub account totals, EDI transactions counts and invoice match analysis.
- Worked with vendors to set up EDI transactions, testing, and implementing to production. Monitored all EDI transactions on a daily basis.
- Created UNIX scripts to ftp and encrypt files, automated PL/SQL queries to send data to an external email address or a specific directory.

XYZ Corp.

Any Town, NY 2008 - 2009

Database Analyst

- Managed tasks, testing, history conversion and timeline commitments working closely with both software developers.
- Worked with team to design a Job Tracking system. Managed all local tasks and continued to be first line support.
- Designed and developed a data reporting system based on the data from the sales system. Responsibilities included data analysis and design, programming and testing.

BCD Inc.

Any Town, NY 2007 - 2008

Database Analyst

- Set up and entered new account information and identified billing errors in the System.
- Calculated and processed billing adjustments, processed special billings and processed manual adjustments for specific accounts.
- Performed Accounts Receivables/Payables functions.
- Assisted network technicians conducting business research by gathering data.
- Created reports with revised management policies and services for presentation.

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