
BLACKBAUD DATABASE ADMINISTRATOR RESUME

Dick Predmore
634 Fleming Way
Midlothian, VA 23113
(123) 225-4113
Email : [email]

Career Goal:

To be a part of your esteemed organization as a Blackbaud Database Administrator and contribute my technical skills in Crystal Reports, MS Word, Excel, SQL and Access.

Technical Skills:

Profound knowledge of Blackbaud including:

- Education Edge
- Raiser's Edge
- Financial Edge

Crystal clear with database management concepts like:

- Blackbaud Sphere Data management
- Data encryptions and back up
- Business Object data retrieval

Operating system expertise:

- Linux Red hat
- Windows 7/ Vista/ XP
- MS DOS

Thorough with software tools:

- SQL
- Adobe Photoshop
- Crystal reports

Quick and brilliant with MS Office tools:

- Word
- Excel
- Power point

Adept with technical database management procedures:

- Layout creation
- Scripting

Adroit in utilizing SQL databases like:

- MS SQL server
- MS Access

Remarkable abilities to:

- Apply database normalization principles
- Manage Nagios software configuration

Relevant Experience:

Blackbaud Database Administrator
Nonprofits, Inc.
January 2012 – Present
Midlothian, VA

- Conducted counseling sessions regarding student financial programs.
- Resolved conflicting information issues and generated audit reports.
- Prepared cost attendance estimates and managed online admissions.
- Participated in entrance and exit interviews and supported loan testing.
- Managed security settings relating to Blackbaud database systems.
- Coordinated with students for email configuration support services.
- Installed and configured all audio and video equipments.
- Designed and developed application updated and relevant patches.

Blackbaud Database Administrator
Blackbaud Inc.
November 2010 – January 2012
San Diego, CA

- Conducted assessments of database requirements and suggested latest software technologies.
- Managed database systems relating to Blackbaud data flows.
- Evaluated and documented data architecture and business processes.
- Prepared and maintained data flows and business operations.
- Generated and updated custom database reports and financial reports.
- Implemented migration processes of student data into SIS apps.
- Resolved technical issues in coordination with Blackbaud technical teams.
- Participated in import and export operations of data for various programs.

Educational Background:

Bachelor's Degree in Computer Science
Our Lady of the Lake University
August 2006 – May 2010
San Antonio, TX

Professional Certification:

IBM Certified Advanced Database Administrator – DB2 for Linux, UNIX and Windows July 2010

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