
DATA INTEGRITY TECHNICIAN RESUME

Objective:

Seeking the position of Data Integrity where I can use my skills in test design, test cases and test scripting in preserving data integrity and security systems of the company.

Education:

Ph.D., Interdisciplinary Doctoral Program in Communication and Information Sciences, 2005
Stanford University

MA in Business Administration, 2002
Stanford University

BA Business Administration, 1999
Stanford University

Skills:

- Working knowledge on Windows 95, NT & NT Server
- Expert in MS Office Professional; Lotus Notes; Adobe Acrobat and Reader; Keaterm
- Proficient in LAN/WAN Networks, Data Warehousing MS Word, Access, Excel, and PowerPoint
- Extensive experience in Autogen, CICS, IBM Utilities
- More than 7 years of relevant experience and training
- Resourceful and dynamic worker

Professional Experience:

- Data Integrity Technician III, 2008-present
- The Hale Group, Ltd., Alpine, CA

Responsibilities:

- Provided support to five departmental sections and staff by analyzing and evaluating the requirements of the company.
- Analyzed future requirements and conducted internal and external reviews to preserve data integrity.
- Collaborated with the telecommunications team in the inventory of all computer equipments and software licenses.
- Data Integrity Technician II, 2005-2008
- Halewood Int'l. Limited, Alpine, CA

Responsibilities:

- Facilitated the design, analysis and use of data integrity and security of various communications and information systems.
- Performed troubleshooting, logistical reports and maintenance to ensure effective backups.
- Assisted in the development of financial and reports for internal and external agencies.
- Data Integrity Technician I, 2002-2005
- Halex Corporation, Alpine, CA

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- Data Integrity Technician II, 2005-2008
- Halewood Int'l. Limited, Alpine, CA

Certifications and Affiliations:

Certificate in Business Tools and Management
Certification in Data Integrity / Disaster Recovery

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