

# Melanie Tran

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## **EDUCATION**

### **UNIVERSITY OF PHOENIX (UOP)**

3.77 GPA | BACHELORS IN COMPUTER INFORMATION TECHNOLOGY | MAJOR IN DATA ANALYTICS |

3.67 GPA | ASSOCIATE OF ARTS IN COMPUTER INFORMATION TECHNOLOGY

**DEC 2022-PRESENT**

**JANUARY 2021-SEPT 2022**

## **SKILLS**

Data Structures, Computer Networks, Asset Protection, Disaster Recovery, Governance, Business Continuity, Business Information Systems, Risk Mitigation, Vulnerability Assessment, Infrastructure, Risk Management

## **OBJECTIVE**

Seeking a position with a growing organization to make significant contributions that will lead to company profitability and personal career growth in a nurturing environment.

## **EXPERIENCE**

### **DATABASE ADMINISTRATOR | UNIVERSAL MEDICATION MANAGEMENT | MAY 2022 - PRESENT**

- Managing and maintaining large-scale databases that support critical business applications. I am responsible for ensuring data integrity, security, and availability, as well as optimizing database performance to support the organization's goals. My day-to-day includes:
  - Installing, configuring, and upgrading database software and related technologies
  - Creating and maintaining database backups and disaster recovery plans
  - Monitoring database performance and identifying areas for improvement
  - Troubleshooting any database issues that arise, including performance issues, security breaches, and data corruption
  - Developing and implementing data security protocols to protect sensitive information
  - Collaborating with developers, business analysts, and other stakeholders to design and optimize database structures and schemas
  - Writing complex SQL queries and stored procedures to extract and manipulate data
  - Providing guidance and support to other IT teams on database-related issues

### **ADMINISTRATIVE ASSISTANT | PROVIDENCE HEALTH | OCTOBER 2021 – APRIL 2022**

- Provided administrative support to various departments and executives within the organization. Responsible for performing a wide variety of duties, including but not limited to:
  - Answering and directing phone calls, taking messages, and providing information to callers as needed.
  - Scheduling and coordinating meetings, appointments, and travel arrangements for executives and departments.
  - Drafting, editing, and proofreading correspondence, reports, and other documents as assigned.
  - Maintaining electronic and paper files, ensuring they are accurate and up-to-date.
  - Assisting with budget tracking and expense reports for departments.
  - Processing and tracking invoices, purchase orders, and other financial documents.
  - Assisting with the organization and execution of events and other projects as assigned.
  - Conducting research and providing support for special projects as needed.

### **MEDICAL RECEPTIONIST AND BUDTENDER | VIBE BY CALIFORNIA ALPINE | FEBRUARY 2018 – JANUARY 2020**

- Performed administrative and clerical tasks for directors and managers including reporting on staffing and patient trends, appropriation of products and expenses, writing correspondences and proposals, as well as audited new and existing clinical charts. Educating patients on medicinal marijuana and the benefits and effects of each product. Providing cashier and sales duties.

### **PROPERTY MANAGER&EXEC ASSISTANT | OAK & MADRONE INVESTMENT | FEBRUARY 2017 – AUGUST 2018**

- Provided a wide range of complex office administrative and support functions for the department heads and staff members. Established an efficient filing system for consent forms and other confidential documentation. Providing onboarding and new hire processes and paperwork for staff employees and new residents. Managing new hires and daily resident issues. Collaborated in the development of conference materials, event technology needs, and room setup. Cross-referenced Excel spreadsheets with internal database for accuracy and updated discrepancies USING Microsoft Excel and Sharepoint.

### **ADMINISTRATIVE ASSISTANT | TWO RIVERS WELLNESS | OCTOBER 2013 – NOVEMBER 2016**

- Served as a point-of-contact for vendors and patients. Provided clerical duties to keep operations running. Performed inventory duties, vendor and product tracking, and updating new and existing patient profiles. Educated patients on medicinal marijuana and offered experienced knowledge of products and uses.

### **EXTRACURRICULAR ACTIVITIES**

- Content Writer for HOFisbetter.com **2017**
- Volunteer with No Jive Turkey Drive & Good Day Sacramento **2016**
- Member of Health Occupational Students of America **2005-2009**

### **ACHIEVEMENTS**

- Coursera IBM Data Engineering Essentials Certificate **2021**
- Coursera IBM Python for Data Science & AI Certificate **2021**
- LinkedIn Programming, Foundations: Web Security **2021**
- DataStax FrontEnd- Build a Netflix clone with GraphQL, React and a NoSQL DB Workshop Badge **2021**
- Empowered Engineers Challenge Powered by Papaya Tutor **2021**
- Thinkful Webinar: Intro to Data Analytics **2021**
- LinkedIn Excel Essential Training (Office 365/Microsoft 365) **2021**
- Alison The Seven Basic Quality Control (7-QC) Tools Certificate **2021**