AVA DAVIS

MIS Coordinator

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PROFESSIONAL SUMMARY

Results-driven MIS Coordinator with 10 years of experience in managing information systems, optimizing data flows, and enhancing reporting processes. Proven ability to lead teams and implement technology solutions that drive efficiency and support decision-making.

WORK EXPERIENCE

MIS Coordinator
WidgetWorks Inc.

📅 Jan / 2018-Ongoing
📍 Denver, CO

1. Coordinated the installation of WAN systems for corporate and satellite offices, enhancing connectivity.
2. Collaborated with software vendors to resolve hardware issues and implement system upgrades.
3. Monitored ongoing hardware and software problems, ensuring timely resolutions.
4. Approved installation-related expenses, maintaining budget compliance.
5. Utilized ISDN and WAN technologies to improve communication systems.
6. Developed custom reports for production and sales analysis using Microsoft Access and Excel.
7. Implemented data visualization tools to enhance reporting capabilities across departments.

MIS Coordinator
Silver Lake Enterprises

📅 Jan / 2015-Jan / 2018
📍 Seattle, WA

1. Generated ad-hoc reports using SQL, supporting decision-making in the HS&E Department.
2. Created user-friendly programs to assist staff with system navigation and reporting.
3. Maintained operating systems and ensured optimal performance of networked devices.
4. Provided technical support for web design and administration, enhancing online presence.
5. Delivered daily support for 400 users, ensuring smooth operation of hardware and software.

EDUCATION

Bachelor of Science in Information Systems
University of California

📅 Jan / 2012 - Jan / 2015
📍 Seattle, WA

Focused on data management, system analysis, and project management.

SKILLS

Data Analysis

Project Management

Database Management

System Integration

Technical Support

INTERESTS

📄 Gaming   📄 Fashion
📄 Film   📄 Technology

STRENGTHS

📄 Fairness   📄 Flexibility

📄 Forward-thinking   📄 Gratitude

LANGUAGES

English   Japanese   Mandarin

ACHIEVEMENTS

⭐ Streamlined data reporting processes, reducing report generation time by 30%.

⭐ Led a project to implement a new MIS system, improving data accuracy by 25%.