



Michael ANDERSON

LEAD BACK OFFICE ANALYST

Strategic Back Office Analyst with a comprehensive understanding of financial operations and data analytics. Expertise in developing and implementing systems that enhance data quality and operational performance. Demonstrated ability to analyze complex data sets to provide insights that inform business decisions. Proven track record in collaborating with cross-functional teams to optimize processes and drive efficiency.

CONTACT

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SKILLS

- Data Management
- Financial Analysis
- Process Optimization
- Compliance
- Team Leadership
- Client Relations

LANGUAGES

- English
- Spanish
- French

EDUCATION

**MASTER OF SCIENCE IN DATA
ANALYTICS - GEORGE WASHINGTON
UNIVERSITY, 2017**

ACHIEVEMENTS

- Achieved a 25% reduction in processing errors through system enhancements.
- Received the 'Excellence in Service' award for outstanding client support.
- Led a project that improved interdepartmental communication and efficiency.

WORK EXPERIENCE

LEAD BACK OFFICE ANALYST

Premier Consulting Group

2020 - 2025

- Directed the implementation of new data management systems.
- Analyzed financial data to support strategic planning initiatives.
- Developed comprehensive training programs for new hires.
- Collaborated with IT to enhance software functionalities.
- Evaluated operational processes to identify efficiency improvements.
- Reported findings to senior leadership for informed decision-making.

BACK OFFICE SUPPORT ANALYST

Metro Banking Solutions

2015 - 2020

- Facilitated daily transaction processing and reporting.
- Maintained financial records in compliance with internal standards.
- Conducted regular audits to ensure data integrity.
- Assisted in the development of operational policies.
- Engaged with clients to resolve operational inquiries.
- Participated in team initiatives to improve service delivery.