Michael Anderson

BACK OFFICE ANALYST

MA

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SKILLS

- Operational Efficiency
- Data Analysis
- Financial Reporting
- Compliance
- Process Improvement
- Team Collaboration

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - UNIVERSITY OF FLORIDA, 2020

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Improved monthly reporting accuracy, resulting in a 15% reduction in discrepancies.
- Recognized as 'Employee of the Quarter' for outstanding contributions.
- Developed a process improvement project that saved 10 hours per month in operational tasks.

Results-driven Back Office Analyst with a keen focus on improving operational workflows and data accuracy. Expertise in utilizing analytical tools to streamline processes and enhance reporting capabilities. Proven ability to work collaboratively with cross-functional teams to identify challenges and implement effective solutions. Strong attention to detail ensures compliance with regulatory standards and internal policies.

EXPERIENCE

BACK OFFICE ANALYST

National Insurance Agency

2016 - Present

- Conducted detailed analysis of financial discrepancies.
- Implemented new processes that improved data accuracy by 20%.
- Collaborated with finance teams to prepare reports for stakeholders.
- Monitored compliance with internal policies and regulatory requirements.
- Facilitated communication between departments to resolve issues.
- Ensured timely completion of month-end closing activities.

BACK OFFICE COORDINATOR

Universal Credit Union

2014 - 2016

- Supported financial operations through accurate data entry.
- Assisted in the preparation of annual budgets and forecasts.
- Participated in internal audits and compliance checks.
- Maintained organized records for all financial transactions.
- Engaged in process improvement initiatives to enhance efficiency.
- Provided administrative support to senior analysts and management.