



MICHAEL ANDERSON

DATA COLLECTION COORDINATOR

PROFILE

Accomplished Data Collection Specialist with a rich background in qualitative and quantitative research methodologies. Expertise in managing large datasets and ensuring the integrity of data collection processes through meticulous planning and execution. Demonstrated ability to utilize cutting-edge technologies to streamline data gathering while maintaining compliance with relevant standards. Proficient in collaborating with diverse teams to achieve project goals and deliver actionable insights.

EXPERIENCE

DATA COLLECTION COORDINATOR

Research Innovators

2016 - Present

- Managed comprehensive data collection projects, ensuring timely delivery of results.
- Designed surveys and questionnaires to capture relevant data effectively.
- Oversaw data entry processes, implementing checks that improved data accuracy.
- Conducted workshops to train staff on data collection best practices.
- Collaborated with external vendors to enhance data sourcing capabilities.
- Produced detailed reports that informed strategic planning initiatives.

JUNIOR DATA ANALYST

Insightful Research Group

2014 - 2016

- Assisted in the collection and analysis of data for various research projects.
- Utilized statistical tools to perform preliminary data analysis, supporting senior analysts.
- Maintained databases, ensuring data accuracy and availability.
- Participated in the development of data collection methodologies.
- Supported the preparation of project reports and presentations for stakeholders.
- Collaborated with team members to identify and implement data collection improvements.

CONTACT

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- San Francisco, CA

SKILLS

- qualitative research
- quantitative analysis
- data management
- survey design
- team leadership
- report writing

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF ARTS IN SOCIOLOGY,
COLLEGE OF SOCIAL SCIENCES

ACHIEVEMENTS

- Developed a data collection framework that increased efficiency by 30%.
- Received the Rising Star Award for outstanding contributions to data projects.
- Contributed to a research publication that garnered national attention.