



MICHAEL ANDERSON

Junior Data Governance Analyst

Skilled Data Governance Analyst with over 4 years of experience in the technology sector, focusing on data quality and compliance. My background includes working with data management systems to ensure data integrity and support business objectives. I am adept at analyzing data processes, identifying areas for improvement, and implementing effective data governance frameworks.

WORK EXPERIENCE

Junior Data Governance Analyst

2020-2023

Tech Innovations Inc.

- Assisted in the development of data governance policies and procedures.
- Conducted data quality assessments to identify discrepancies and recommend solutions.
- Utilized SQL for data extraction and analysis, supporting reporting initiatives.
- Collaborated with IT to ensure compliance with data management standards.
- Participated in training sessions on data governance practices for new employees.
- Developed documentation for data governance procedures and standards.

Data Analyst Intern

2019-2020

Digital Solutions Co.

- Supported data collection and analysis for various projects.
- Assisted in creating reports to visualize data findings for stakeholders.
- Collaborated with teams to streamline data entry processes.
- Conducted preliminary data quality checks to ensure accuracy.
- Utilized Excel for data manipulation and reporting.
- Participated in team meetings to discuss data management strategies.

ACHIEVEMENTS

- Contributed to a data governance project that improved data accuracy by 15%.
- Awarded 'Intern of the Month' for exceptional performance during internship.
- Recognized for developing a data entry training manual used by new hires.

CONTACT

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EDUCATION

Bachelor of Science in Data Science

Tech University
2016-2020

SKILLS

- Data Governance
- Data Quality Assurance
- SQL
- Data Analysis
- Reporting Tools
- Compliance Standards

LANGUAGES

- English
- Spanish
- French