



MICHAEL ANDERSON

Data Steward

Dedicated Data Steward with 3 years of experience in the education sector, specializing in student data management and analytics. Proven ability to ensure data integrity and support academic decision-making through accurate reporting. Strong communicator skilled at training faculty and staff on data processes. Holds a Bachelor's degree in Education Technology and proficient in using data management systems and reporting tools.

CONTACT

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- San Francisco, CA

EDUCATION

Bachelor's Degree in Education Technology from State University

University
2016-2020

SKILLS

- Student data management
- Data analytics
- Education technology
- Reporting tools
- Training and development
- Compliance

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Data Steward

2020-2023

Future Educators Academy

- Managed student data integrity initiatives that improved reporting accuracy by 20%.
- Collaborated with academic departments to define data standards and metrics.
- Conducted data quality assessments to ensure compliance with educational regulations.
- Trained staff on data entry best practices and reporting tools.
- Developed visual reports for administration to support decision-making.
- Created data management guidelines to enhance data processes.

Data Analyst Intern

2019-2020

Local School District

- Assisted in the analysis of student performance data to identify trends.
- Supported the development of data-driven strategies for academic improvement.
- Collaborated with teachers to ensure accurate data entry in student information systems.
- Documented data processes for transparency and compliance.
- Created dashboards to visualize student performance metrics.
- Participated in cross-functional teams to enhance data systems.

ACHIEVEMENTS

- Improved student data reporting processes, reducing discrepancies by 15%.
- Recognized for excellence in data management practices within the organization.
- Successfully contributed to a project that enhanced data access for staff.