

# MICHAEL ANDERSON

Data Steward

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Analytical Data Steward with 5 years of experience in the non-profit sector, focusing on program data management and evaluation. Expertise in ensuring data integrity to support funding decisions and program improvements. Proven ability to collaborate with diverse stakeholders to develop data collection frameworks. Skilled in utilizing data visualization tools to present findings and drive strategic decisions.

## WORK EXPERIENCE

### Data Steward | Community Impact Organization

Jan 2022 – Present

- Developed data management protocols that improved program evaluation accuracy by 30%.
- Collaborated with program managers to define data collection and reporting standards.
- Utilized statistical software to analyze program data and present findings.
- Conducted regular data quality assessments to ensure compliance with grant requirements.
- Trained staff on data management best practices and compliance.
- Created visual reports to communicate program outcomes to stakeholders.

### Program Data Analyst | Non-Profit Alliance

Jul 2019 – Dec 2021

- Analyzed program data to identify trends and support funding proposals.
- Worked with teams to enhance data collection tools and processes.
- Documented data processes for transparency and compliance.
- Created dashboards to track program performance metrics.
- Participated in cross-functional teams to improve data systems.
- Assisted in the development of training materials for staff on data usage.

## SKILLS

Program data management

Data analysis

Statistical software

Data visualization

Training and development

Compliance

## EDUCATION

### Master's Degree in Public Administration from University of Community Services

2015 – 2019

University

## ACHIEVEMENTS

- Increased program evaluation accuracy by 25% through improved data management practices.
- Received a Community Service Award for outstanding contributions to data integrity.
- Successfully led a project that enhanced program reporting capabilities.

## LANGUAGES

English

Spanish

French