



MICHAEL ANDERSON

Research Assistant

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SUMMARY

Dedicated and detail-oriented Junior Policy Analyst with a robust academic background in public policy and extensive experience in data analysis. Proven ability to conduct comprehensive research, synthesize complex information, and deliver actionable insights that inform policy decisions. Adept at collaborating with cross-functional teams to develop strategic recommendations and enhance program effectiveness.

WORK EXPERIENCE

Research Assistant Global Policy Institute

Jan 2023 - Present

- Conducted detailed literature reviews on various policy issues.
- Analyzed quantitative data to evaluate policy impacts.
- Prepared comprehensive reports summarizing research findings.
- Collaborated with senior analysts on project development.
- Presented research outcomes to stakeholders and policymakers.
- Assisted in the organization of policy workshops and seminars.

Policy Intern City Council Office

Jan 2020 - Dec 2022

- Supported the drafting of policy proposals and recommendations.
 - Conducted surveys to gather community feedback on local issues.
 - Monitored legislative developments affecting local governance.
 - Assisted in preparing briefing materials for council meetings.
 - Engaged with community stakeholders to facilitate discussions.
 - Evaluated the effectiveness of existing programs and initiatives.
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EDUCATION

Bachelor of Arts in Political Science, University of Washington

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** data analysis, policy evaluation, research methodologies, stakeholder engagement, report writing, legislative monitoring
- **Awards/Activities:** Received the Outstanding Research Award for analysis of community health policies.
- **Awards/Activities:** Contributed to a policy brief that influenced local legislative changes.
- **Awards/Activities:** Recognized for exceptional performance during the internship program.
- **Languages:** English, Spanish, French