MICHAEL
ANDERSON

Senior Land Records Analyst

- San Francisco, CA
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Distinguished Land Records Analyst with extensive expertise in the management and analysis of land records, ensuring compliance with regulatory standards and enhancing the accuracy of property documentation. Demonstrates a profound understanding of land-related legislation, property rights, and ownership documentation. Proven ability to streamline processes, utilizing advanced analytical skills to interpret complex data sets.

WORK EXPERIENCE

Senior Land Records Analyst | Land Management Solutions Inc.   Jan 2022 – Present

- Conducted comprehensive audits of land records to ensure accuracy and compliance with state regulations.
- Utilized GIS software to analyze spatial data for land use planning and development proposals.
- Implemented a new electronic filing system that reduced document retrieval time by 30%.
- Collaborated with legal teams to resolve ownership disputes and clarify property boundaries.
- Trained junior analysts on best practices in land records management and data entry techniques.
- Developed in-depth reports on land use trends for presentation to stakeholders and executive management.

Land Records Technician | County Clerk's Office   Jul 2019 – Dec 2021

- Assisted in the maintenance and updating of land ownership records in accordance with local ordinances.
- Processed property deed filings and ensured timely recording of transactions.
- Provided customer service to the public regarding land records inquiries and document requests.
- Conducted research to verify property ownership and resolve discrepancies in public records.
- Participated in cross-departmental projects aimed at improving public access to land records.
- Supported the transition to a digital records management system, enhancing data security and retrieval efficiency.

SKILLS

land records management   GIS analysis   compliance auditing   data management   public relations

project coordination

EDUCATION

Bachelor of Science in Geography   2015
University of California

ACHIEVEMENTS

- Recognized as Employee of the Year for outstanding contributions to land records accuracy and efficiency.
- Successfully led a project that improved record retrieval time by 40%, enhancing service delivery.
- Developed a comprehensive training program for new hires, resulting in a 25% reduction in onboarding time.

LANGUAGES

English   Spanish   French