



MICHAEL ANDERSON

Senior Land Records Analyst

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SUMMARY

Accomplished Land Records Manager with extensive expertise in managing land records and ensuring compliance with local, state, and federal regulations. Demonstrated ability to streamline record-keeping processes, enhance data accuracy, and facilitate effective communication among stakeholders. Proven track record in leading cross-functional teams and implementing innovative solutions to optimize land management operations.

WORK EXPERIENCE

Senior Land Records Analyst Urban Development Authority

Jan 2023 - Present

- Managed the digitization of over 50,000 land records, significantly improving access and retrieval times.
- Collaborated with IT to develop a custom database for tracking land ownership changes.
- Conducted comprehensive audits of land records to ensure compliance with legal requirements.
- Developed training programs for new staff on land records management best practices.
- Facilitated workshops for local government officials on land use policies.
- Implemented quality control measures that reduced data entry errors by 30%.

Land Records Coordinator County Clerk's Office

Jan 2020 - Dec 2022

- Oversaw the processing of land transactions, ensuring timely updates to public records.
 - Utilized GIS software to analyze land distribution and zoning compliance.
 - Prepared detailed reports for stakeholders regarding land record trends and issues.
 - Coordinated with legal teams to resolve property disputes and claims.
 - Maintained secure storage of sensitive documents in compliance with regulations.
 - Enhanced public access to land records through improved online services.
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EDUCATION

Master of Public Administration, University of State

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** land management, regulatory compliance, data analysis, project management, GIS technology, stakeholder engagement
- **Awards/Activities:** Recognized for excellence in service by the National Association of County Clerks.
- **Awards/Activities:** Successfully reduced processing time for land transactions by 40%.
- **Awards/Activities:** Implemented a new electronic filing system that improved data retrieval efficiency by 50%.
- **Languages:** English, Spanish, French