



MICHAEL ANDERSON

LAND RECORDS SUPERVISOR

CONTACT

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-  San Francisco, CA

SKILLS

- property law
- team leadership
- compliance auditing
- training development
- data management
- public relations

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF SCIENCE IN GEOGRAPHY,
STATE UNIVERSITY**

ACHIEVEMENTS

- Received the Outstanding Service Award for excellence in land records management.
- Successfully led a project that digitized over 30,000 documents in under six months.
- Improved customer satisfaction scores by 25% through enhanced service delivery.

PROFILE

Dynamic Land Records Manager with a robust background in property law and land administration. Expertise in developing strategic initiatives that enhance operational efficiency and improve record management systems. Proficient in conducting thorough analyses of land records to ensure accuracy and compliance with regulatory frameworks. Possesses exceptional leadership skills, having successfully led teams through complex projects while fostering a collaborative environment.

EXPERIENCE

LAND RECORDS SUPERVISOR

Metropolitan Planning Organization

2016 - Present

- Led a team of records specialists in the digitization of land records, achieving a 95% accuracy rate.
- Developed and implemented a comprehensive training program for new hires.
- Conducted regular audits to ensure compliance with state and federal regulations.
- Collaborated with external partners to enhance data sharing capabilities.
- Managed the transition to a new electronic document management system.
- Provided technical support to staff regarding land records software.

LAND RECORDS TECHNICIAN

State Land Office

2014 - 2016

- Processed land transactions and maintained accurate records in the state database.
- Assisted in the development of public access portals for land records.
- Conducted research on historical land claims and ownership.
- Provided customer service support to the public regarding land record inquiries.
- Coordinated with surveyors to update land boundaries in the system.
- Prepared reports for land management meetings and presentations.