

# MICHAEL ANDERSON

Reporting Analyst

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Innovative Reporting Analyst with over 2 years of experience in the non-profit sector, specializing in program evaluation and impact reporting. Dedicated to using data to tell compelling stories that drive funding and support for organizational initiatives. Excellent skills in creating visual reports that highlight program successes and areas for improvement. Proven ability to work collaboratively with diverse teams to gather data and present findings effectively.

## WORK EXPERIENCE

### Reporting Analyst | Non-Profit Innovations

Jan 2022 – Present

- Developed program evaluation reports that showcased impact, leading to increased funding opportunities.
- Utilized Excel and Google Data Studio to create visual reports for stakeholders.
- Collaborated with program managers to gather data on project outcomes and success stories.
- Presented findings to funders, enhancing organizational credibility.
- Conducted surveys and analyzed results to inform program improvements.
- Streamlined reporting processes, improving turnaround time by 20%.

### Data Intern | Community Support Org.

Jul 2019 – Dec 2021

- Assisted in data collection for program evaluations and impact assessments.
- Supported the development of reporting templates for program managers.
- Conducted research on best practices in non-profit reporting.
- Maintained documentation of data collection processes for future reference.
- Participated in team meetings to present data findings.
- Contributed to the development of a donor impact report.

## SKILLS

Data Analysis

Excel

Program Evaluation

Reporting

Visualization

Non-Profit Management

## EDUCATION

### Bachelor of Arts in Sociology

2019

University of PQR

## ACHIEVEMENTS

- Increased donor engagement by 15% through enhanced reporting of program impact.
- Received commendation for exceptional contributions to program evaluation efforts.
- Successfully implemented a new data collection process that improved accuracy.

## LANGUAGES

English

Spanish

French