**Andrew Collis**  
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### ****Data Analyst****

Experienced professional transitioning into data analytics with a strong background in housing services and program optimization within nonprofit and government sectors. Proficient in SQL, R, and Tableau, with a proven ability to collect and analyze complex datasets to drive performance improvements and streamline processes. Certified in Google Data Analytics. Adept at managing financial operations and ensuring compliance with federal guidelines. Committed to leveraging analytical skills to enhance data-driven decision-making and optimize organizational efficiency.

### ****Skills****

**Technical Skills:**

* **Data Analysis & Reporting:** SQL, R Programming, Tableau, Microsoft Excel, Google Sheets
* **Database Management:** HMIS (Homeless Management Information System)
* **Statistical Analysis:** Qualitative & Quantitative Methods, Data Interpretation, Statistical Modeling
* **Programming Languages:** SQL, R

**Analytical Skills:**

* Program Efficiency Optimization
* Strategic Decision-Making
* Workflow Optimization
* Financial & Grant Management

**Soft Skills:**

* Team Leadership & Training
* Effective Communication
* Client Services & Counseling
* Problem-Solving
* Compliance & Regulatory Adherence

### ****Certifications****

* **Google Data Analytics Professional Certificate**
  + Credential ID: B52FJVSV2CT2
  + Completed comprehensive modules in data analysis, data visualization, and R programming, including hands-on projects and case studies.

### ****Professional Experience****

**New Reach, Inc.**, New Haven, CT  
Housing Specialist | Sep 2023 – Present

* **Data Management & Compliance:** Trained and supervised new staff in data management and compliance procedures, enhancing team effectiveness.
* **Financial Oversight:** Reviewed and approved financial requests, tracking expenditures to ensure grant compliance and accurate reporting.
* **Workflow Optimization:** Collaborated with systems analysts to optimize internal workflows based on user feedback and data insights.
* **Process Improvement:** Developed documentation protocols to streamline onboarding and administrative processes.
* **Client Intake & HMIS Entry:** Managed comprehensive client intake processes, including HMIS data entry and grant enrollment.
* **Stakeholder Collaboration:** Represented the Rapid Rehousing team at case conferences to ensure coordinated service delivery.
* **Regulatory Compliance:** Maintained adherence to HUD, DOH, and other housing program requirements.
* **Budget Management:** Managed and tracked housing program budgets, aligning with program goals.
* **Advocacy:** Served as a liaison between clients and landlords, advocating for client housing needs and rights.
* **Data Reporting:** Generated performance reports for stakeholders using data analysis tools.
* **Quality Assurance:** Conducted housing inspections to verify compliance with HUD Housing Quality Standards (HQS).

**New Reach, Inc.**, New Haven, CT  
Rapid Re-Housing Case Worker | Jul 2021 – Sep 2023

* **Data-Driven Planning:** Leveraged data analytics to manage client housing plans, reducing placement times by 20%.
* **Housing Facilitation:** Achieved a 99% success rate in securing stable housing for clients through effective negotiations.
* **Case Management:** Provided ongoing support, ensuring housing stability and increasing client satisfaction.
* **Community Outreach:** Collaborated with local service providers to enhance service delivery and engagement.
* **Data Integrity:** Maintained accurate client records in HMIS, improving data integrity.
* **Client Support:** Developed individualized housing stability plans, leading to improved outcomes.

**Columbus House, Inc.**, New Haven, CT  
Permanent Supportive Housing Case Manager | Mar 2017 – Jul 2021

* **Case Management:** Secured housing resources and administered financial assistance, improving client housing stability.
* **Data Collaboration:** Utilized Google Sheets and Excel to track client progress, enhancing support services.
* **Compliance:** Ensured adherence to DOH/HUD guidelines, maintaining data integrity in HMIS.
* **Client Assessment:** Developed individualized support plans by assessing needs and connecting clients with resources.
* **Monitoring:** Conducted regular home visits to ensure ongoing housing stability.
* **Housing Coordination:** Coordinated with landlords and property managers to secure and maintain housing placements, resolving issues to prevent eviction.

**The Connection, Inc.**, Waterbury, CT  
REACH Case Manager | Jan 2016 – Mar 2017

* **Client Assessments:** Identified needs and eligibility for supportive housing programs through comprehensive assessments.
* **Financial Management:** Managed assistance programs and client budgets for effective resource allocation.
* **Service Coordination:** Enhanced resource networks by collaborating with community partners.
* **Counseling Services:** Provided support to clients with mental health and substance abuse issues.
* **Progress Monitoring:** Adjusted support plans based on client progress to improve outcomes.
* **Record Keeping:** Maintained compliance with organizational and regulatory standards through detailed records.

**Help Inc.**, Danbury, CT  
Substance and Mental Health Counselor | Jun 2013 – Jan 2016

* **Treatment Planning:** Developed individualized plans for clients with substance abuse and mental health issues.
* **Counseling:** Facilitated recovery through one-on-one and group therapy sessions.
* **Interdisciplinary Coordination:** Worked with healthcare professionals to provide comprehensive support.
* **Intervention Implementation:** Applied evidence-based interventions, improving recovery rates by 25%.
* **Educational Programs:** Led workshops on mental health and substance abuse awareness.
* **Confidentiality Compliance:** Maintained client records in line with HIPAA and organizational policies.

### ****Projects****

**Data Analytics in Music Industry** | Mar 2008 – Present

* **Data Analysis:** Analyzed social media engagement and streaming data using Tableau to optimize marketing strategies.
* **Process Improvement:** Reduced booking coordination time by 30% through process enhancements.
* **Strategic Planning:** Selected venues and tour routes based on data insights to maximize attendance and revenue.
* **Relationship Management:** Built partnerships with venue owners and event organizers, ensuring successful events.

### ****Volunteer Experience****

* **Community Outreach:** Supported homeless populations through engagement programs.
* **Educational Workshops:** Facilitated training sessions on housing and support services.

### ****Education****

**Central Connecticut State University**, New Britain, CT  
Bachelor of Arts in Sociology, Minor in Criminology | Jan 2009 – Jan 2013

* **Relevant Coursework:**
  + Qualitative Statistics
  + Quantitative Statistics
  + Social Research Methods
  + Statistics for Behavioral Sciences