

Kelsey Anderson

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Education

Master of Science in Computational Analytics and Public Policy *Expected June 2021*
Harris School of Public Policy, University of Chicago Chicago, IL

Bachelor of Arts in Social Welfare *June 2007*
University of Washington Seattle, WA

- Graduated Magna cum Laude
- Study Abroad: Political Economy and Visual Culture, Hanoi, Vietnam, Summer 2006
- Co-Facilitated Intergroup Dialogues on Race, Spring / Summer 2007
- Practicum: Int'l District Housing Alliance, Emergency Housing Assistance Grant

Associate of Applied Science in Computer Graphics *June 2002*
Lake Washington Institute of Technology Kirkland, WA

- Graduated with Honors

Experience

City Colleges of Chicago Chicago, IL
Decision Support Intern *January - September 2020*

Winter term UPrep internship extended with supervisor through the summer.
Assisted staff analysts with data visualization, change management planning and process improvement projects.

- Authored three slide decks to report key outcomes and insights for an adult education career transition pilot program.
- Developed a training and communications plan for improving pilot program recruitment and student tracking data.
- Initiated summer project: developing a course management predictive tool to facilitate the colleges proactively planning class offerings.

Highline College Des Moines, WA
Interim Director of Enrollment Services and College Registrar *May - July 2019*

Supervised 22 employees in four teams:

admissions, registration, data management and credentials evaluation.

- Stabilized department during period of divisional change by modeling transparent communication and meeting with each staff member for feedback
- Delegated unit tasks for continuity, documented and trained team members on over 30 critical departmental functions
- Collaborated in divisional restructure resulting in a new comprehensive organizational chart and hiring of three new leadership positions
- Enforced compliance as student management system data controller and student record official for 17,000 annual accounts

Highline College (continued)

Associate Director of Enrollment Services

August 2016 - April 2019

Led 8 employees in enrollment data management, compliance reporting and credential evaluation.

- Redesigned college graduation processes resulting in student graduation wait times decreasing by up to three weeks
- Held membership on college-wide accreditation steering committee to monitor institutional effectiveness and guide mission fulfillment report
- Authored statistical reports to increase enrollment area visibility; example: published first ever LGBTQ demographics flier in state community college system

Data Specialist

August 2013 - July 2016

Fulfilled all mandatory quarterly, annual and ad hoc managerial data reporting and analysis for enrollment services departments: Admissions, Registration, Records and Financial Aid.

- Designed reports in SQL, MS Access, Tableau and local systems for innovative solutions; example: created method for veterans mandatory reporting allowing completion weeks earlier
- Mentored four annual interns, exposing students from identities underrepresented in computer science to data systems careers
- Held membership on divisional assessment leadership team; chaired beginning in 2018 (under Associate Director title)

Workforce Education Funding Advisor

October 2009 - July 2013

Guided an annual caseload of 300-500 dislocated workers in determining reemployment pathway. Maintained grant compliance and awarded \$700,000 annually in student aid.

Relevant Skills Experience

- **Programming:** SQL (intermediate), Python (intermediate), R (beginner), HTML/CSS (beginner), C# (beginner), javascript / d3 (beginner)
- **Software:** Word, Outlook, Excel, PowerPoint (intermediate), Access (expert), Photoshop, Illustrator, InDesign (intermediate), Tableau (beginner)
- **Leadership:** collaborative decision making style, adaptive communication, creative problem solving, Change Management Certified (Prosci Inc. 2016)
- **Communication:** committee and dialogue based facilitation experience, Presenting Data and Information course (Edward Tufte 2018), visual artist/painter