

Kelsey Anderson

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Education

Master of Science in Computational Analytics and Public Policy 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

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

Experience

University of Puget Sound Tacoma, WA
Assessment Analyst - Office of Institutional Research August 2021 - present
Responsible for supporting campus surveys, focus groups and assessment efforts.
Promoting data transparency and data culture. Providing institutional data reporting, analysis and information requests for internal and external campus constituencies.

City Colleges of Chicago Chicago, IL
Decision Support Intern January 2020 - September 2020
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 2019 - July 2019
Supervised 22 employees in four teams: admissions, registration, data management and credentials evaluation.

- 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), R (intermediate), Python (intermediate), HTML/CSS (beginner)
- **Software:** Word, Outlook, Excel, PowerPoint (intermediate), Access (expert), Photoshop, Illustrator, InDesign (intermediate), Tableau (beginner)
- **Institutional Research:** Holistic IR course (AIR, 2021), Applying & Leading Assessment in Student Affairs MOOC (SAAL, 2022)
- **Leadership:** collaborative decision making style, adaptive communication, creative problem solving, Change Management Certified (Prosci Inc. 2016), Intercultural Development Inventory Qualified Administrator (2022)
- **Communication:** committee and dialogue based facilitation experience, Presenting Data and Information course, (Edward Tufte 2018), visual artist/painter