

MEREDITH DAVIS

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SUMMARY:

I am a successful data manager with experience building data collection and analysis programs for a mental health organization. I have driven adoption of new collection software and facilitated the learning of a new data collection software for volunteers. In my current role, I evaluated current systems and implemented more efficient and effective systems.

WORK EXPERIENCE:

Operations & Data Manager

NAMI Washington | Seattle, WA | July 2021 - Present

- Created and manage statewide program for gathering and analyzing feedback and data by overseeing, building and providing guidance for the data gathering and reporting systems for all NAMI Affiliates in the state of Washington
 - Created a dynamic analysis system querying live Google Forms responses into Tableau
 - Distribute dynamic Tableau dashboards securely through an online portal I created on our NAMIWA's website
 - Create live, interactive Excel dashboard for internal data reporting and analysis
 - Analyze and report data collection statistics to directors
 - Created surveys for conducting post-program feedback and data gathering
 - Worked with remote stakeholders to develop a system that worked for them
- Manage office operations by administering our donor database and CRM, manage and design the www.namiwa.org website, help maintain social media accounts, support weekly financial reconciliation and expense coding
 - Use SQL to query donation and donor reports from the database
 - Created a clickable contact info map with live information: www.namiwa.org/local-affiliates
 - Researched and oversaw the transition of our organization's training application project management software to another more efficient option

Programs Coordinator

FareStart | Seattle, WA | October 2016 - July 2021

- Compiled monthly billing report submitted to DSHS for our BFET (Basic Food Education Training) grant by querying reports from CRM database and used Excel to analyze expenses to report to leadership
- Acted as liaison between departments to procure donations and provide grant report needs

EDUCATION:

2009 - 2013 | Bryn Mawr College

B.A. in Growth and Structure of Cities (Urban Sociology and Planning) | Business Analytics

VOLUNTEERING:

- Meal Team Lead | ROOTS Young Adult Shelter 2015-2016
- Masters Swim Team Coach | Downtown Seattle YMCA 2022 - Present

SKILLS:

- SQL, Python, PowerQuery, Tableau, Excel, Microsoft Office Suite, Google Workspace, Asana
- Adobe: Acrobat, Illustrator, Photoshop, InDesign
- Solution driven, creative, collaborative, diligent, curious, data nerd.