

Brandi Lewis

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Program & Data Specialist

Experienced data and administrative specialist with over 14 years in public sector roles, including 7 years in higher education. Demonstrated expertise in data integrity and reporting, financial administration, compliance, and stakeholder engagement. Adept at managing systems, facilitating cross-functional collaboration, and driving process improvements to achieve organizational goals. Recognized for exemplary project leadership, problem-solving, and delivering high-quality service.

- Data Analysis & Reporting
- Financial Administration
- Stakeholder Engagement
- Team Collaboration
- System Administration
- Process Improvement
- Compliance Regulations
- Training & Leadership
- Records Management

PROFESSIONAL EXPERIENCE

University Program & Data Specialist

August 2017 - Present

UNC Charlotte, Cato College of Education, Office of Assessment & Accreditation

- **Data Compliance & Reporting:** Compile over 60 annual data reports, ensuring 100% compliance with accreditation and regulatory standards using software such as Tableau and Excel.
- **Customer Service:** Serve as the primary liaison for students, faculty, and external stakeholders, addressing inquiries on assessment processes, clinical applications, and program-specific data requests with efficiency, accuracy, and professionalism.
- **Data Insights:** Enhance data-driven decision-making within the college by creating 107 Tableau and Excel visualizations, providing insights on student information, external data, and assessment evaluations.
- **Financial Administration:** Manage transactions, including stipend payments, purchase orders, voucher codes, and fees, ensuring accuracy through ERPs like Banner Finance System and 49er Mart.
- **Stakeholder Engagement:** Consistently achieve an 80-85% response rate on end-of-semester Qualtrics surveys, gathering valuable feedback from internal and external stakeholders to support continuous program improvement efforts.
- **Project Leadership:** Led the system migration of clinical placement data to a cloud-based platform, importing 2,500 student records and 2,800 school sites, creating SOPs for internal and external users, improving data management efficiency.
- **Records Management:** Update 1500+ academic licensure records for Education Preparation Program reporting each semester in Banner Student System and importing test score reports.

Data Manager & Registrar

October 2014 - August 2017

Union County Public Schools

- **Data Integrity:** Maintained a 95%+ accuracy rate in managing 1,400+ student records, ensuring compliance with state reporting standards.
- **Financial Entry:** Entered all student technology fees and payments into the student information system, ensuring accurate financial records and compliance with district regulations.
- **Process Improvement:** Streamlined student and teacher scheduling by implementing an online registration system, reducing manual hours by 20%.
- **Notary Public:** Served as a Certified Notary Public for three schools, verifying the legality of essential documents, ensuring legal compliance, and supporting administrative operations.
- **System Training:** Assisted as a district trainer for the student information system, enhancing staff competency.

Senior Administrative Assistant*Charlotte-Mecklenburg Schools***August 2012 - October 2014**

- **Financial Management:** Managed federal Title I, district, and special education funds, ensuring accurate allocation and adherence to financial policies.
- **Payroll & Timekeeping:** Managed payroll and timekeeping for 50+ employees, ensuring accurate records and timely submissions.
- **Records and Document Administration:** Organized 400+ student cumulative records in Power School and coordinated Individualized Education Program (IEP) documentation, ensuring data accuracy and adherence to FERPA confidentiality standards.
- **Office Operations:** Supervised administrative staff, coordinated travel logistics, and maintained a technology inventory of 150+ devices.
- **Stakeholder Engagement:** Provided administrative support to school leaders, staff, and external stakeholders, enhancing operational efficiency.

Donor Database Coordinator*Hearing Loss Association of America***March 2010 - July 2012**

- **Database Management:** Administered Raiser's Edge donor databases with over 170,000 donors, ensuring accurate and up-to-date information, improving donor engagement, and streamlining fundraising efforts.
- **Financial System Administration:** Set up merchant account contracts for payment acceptance related to donations, convention registrations, and magazine subscriptions, managing approximately \$1.8 million in revenue and ensuring secure and compliant transactions.
- **Process Efficiency:** Reduced supply costs by 20% through the implementation of an online donation platform, enhancing donor acknowledgments and communications
- **Convention Registration Supervision:** Oversaw annual convention registration payments for 1,000+ attendees, ensuring accurate financial records and developing all registration materials, contributing to the successful execution of the event.

EDUCATION**Bachelor of Science (B.S): Business Administration and Law**, Magna Cum Laude Honors*Western Carolina University***Bachelor of Arts (B.A): English***University of Maryland Global Campus***PROFESSIONAL DEVELOPMENT & CERTIFICATES***Wake Technical Community College* | Completed 18 credit hours in accounting courses**Certificate, Business Intelligence****Certificate, Payroll Accounting****Certificate, Accounting Core****AWARDS**

- Chancellor's List, Western Carolina University, spring 2023
- Dean's List, Western Carolina University, fall 2023, spring 2024
- Employee Golden Nugget Award, UNC Charlotte, 2020
- COED SHRA Employee of the Year, UNC Charlotte, 2019
- Staff Employee of the Month, Union County Public Schools, 2016