

# Michael T Spencer

Ozone Park, NY

(917)-270-2380 | michaelts Spencer7@gmail.com | linkedin.com/in/michaelts Spencer7

## SUMMARY

*Aspiring People Analyst with diverse experience adding value to organizations. Passionate in applying analytical skills and creative problem solving to stream-line operations. Proven proficiency in Workday, SQL, Power BI, Advanced Excel, and R. Google-certified in Data Analysis.*

## EXPERIENCE

### Open Society Foundation, NYC 6/2023 - Present

Performance, Development, and Leadership Specialist

- Manage multiple vendors and act as liaison between Legal and clients
- Conduct analyses on onboarding surveys and performance review data in Workday
- Automated pipeline report that used to take a full-day to less than 1 minute
- Design interactive dashboards in Power BI to track real-time spending data against budgets
- Collaborate with IT to write SQL queries and Microsoft Flows to automate data reporting

### Baruch College, PSEA Laboratory 1/2023 - Present

Research Assistant

- Analyze the potential for adverse impact by physical ability assessments
- Evaluate validity and reliability of studies for qualitative analyses and present findings
- Conduct workplace mentorship focus groups and interviews

### University at Albany, Cognition and Language Laboratory 6/2019 - Present

Research Assistant

- Independently conceived and implemented a research study on emotion-word processing using a cognitive task to measure differences in reaction time based on gender
- Wrote time-saving Excel macros to process data and execute preliminary analyses
- Presented findings on the relationship between emotions and task performance

### Samaritans of NYC Crisis Hotline, NYC 1/2022- 6/2023

Suicide Hotline Program Supervisor

- Supervised approx. 40 hotline volunteers while conducting introductory orientations and administrative assistance for a nonprofit organization
- Evaluated performance, created schedules, and facilitated recruiting, training, and onboarding of volunteers in collaboration with HR
- Provided emotional support to distressed individuals in crisis and debriefed intense calls

### STARS Laboratory at Columbia University 6/2021 - 7/2021

Research Assistant

- Independently led a 12-week psycho-pharmacological research study
- Established exceptional rapport with patients, scheduled patient visits on a weekly basis, administered multiple clinical tests and assessments, organized extensive patient charts

## EDUCATION

### Baruch College, City University of New York 2/2023 - Present

Master of Science in Industrial/Organizational Psychology Candidate

Courses: Research Methods, Applied Statistical Analyses, Problems in I/O Psychology

### University at Albany, State University of New York 5/2021

Bachelor of Arts | Double Major: Psychology & Philosophy