

EVAN CHRISTOPHER

Indianapolis, IN | (912) 306-6150 | evarthuchris54@gmail.com | [linkedin.com/in/evan-a-christopher](https://www.linkedin.com/in/evan-a-christopher)

Professional Summary

Data Analyst & Operations Professional | Master of International Business | Skilled in SQL, R, Power BI, Tableau, and Excel | Driving clear reporting, accurate datasets, and decision-ready insights.

Achievements

- Built SCAD's first streamlined course evaluation workbook, **condensing 20-page reports for 814 instructors into a three-tab model with year-over-year views** — saving hundreds of hours in review time.
- Integrated faculty development and quality metrics into Power BI dashboards **with IT and Academic Services, aligning definitions and refresh cadence** — improving cross-departmental consistency and trust in data.
- Authored 80% of the Instructional Engagement Quarterly Report **to the President using the new workbook** — delivering a polished report that required zero revisions thereafter.
- Audited workshop participation **to identify uneven engagement by school/department** — leading directly to department-level Faculty Development Days that improved faculty reach.
- Automated legal document workflows for a law firm, **reducing manual effort** — establishing a repeatable, auditable process that cut turnaround time by over 65%.

Experience

APRIL 2024 - AUGUST 2025

SCAD, Savannah, GA - *Faculty Development Coordinator*

- Owned end-to-end course evaluation reporting workbook (requirements, data prep/QA, release notes, training); delivered leadership-ready insights on schedule and cut manual reporting time by 85%.
- Partnered with IT and Academic Services to define metrics, validate data flows, and align Power BI refresh cycles; reduced conflicting numbers and rework by 25%.
- Produced year-over-year trend views that surfaced actionable patterns, driving department-level interventions across 800+ instructors.
- Standardized ad hoc analysis with settled definitions and a QA checklist; improved turnaround speed and consistency of custom requests.

JANUARY 2023 - FEBRUARY 2024

Dandolopartners International, Melbourne, AUS - Executive Coordinator

- Managed operational support for 30+ executive-led public policy consulting projects, overseeing timelines, meeting preparation, and quality review of client deliverables; improved on-time delivery by 25%.
- Coordinated a high-profile event with senior elected officials, government leaders, and C-suite executives; achieved 97% attendance of targeted stakeholders and flawless execution.
- Drafted, edited, and proofread proposals and deliverables, ensuring professional quality and strategic alignment; reduced revision cycles by 35%.
- Centralized and maintained CRM data for 600+ client contacts, cutting manual tracking effort by 50% and improving response speed for outreach.
- Applied generative AI tools to automate routine tasks, increasing project management speed by 35% and improving accuracy of recurring deliverables.

JULY 2020 - NOVEMBER 2020

Royal United Mortgage, Indianapolis, IN - Loan Processor

- Processed high-volume residential mortgage loans with accuracy and compliance, ensuring documentation met regulatory standards and reduced processing errors by 20%.
- Coordinated with clients and internal teams to verify financial details, resolve issues, and expedite applications through underwriting, cutting average approval time by 15%.

Education

NOVEMBER 2020 - NOVEMBER 2022

Masters of International Business - The University of Melbourne, Melbourne, AUS

AUGUST 2016 - MAY 2020

B.A. in Biology - Indiana University, Bloomington, IN

Skills

- Analytical and visualization: SQL, R, Power BI; Tableau; Microsoft Excel (advanced formulas, pivot tables); Qualtrics; NVivo
- Project Management: Asana; Monday.com; Miro
- AI tooling: OpenAI; Claude
- Productivity and platforms: Microsoft Office Suite; SAP; IBM Cognos; Harvest
- Requirements gathering; process mapping; stakeholder management; KPI design; data validation; dashboarding; UAT; change enablement