MICHELLE **LAFLECHE**

SENIOR DATA AND REPORTING ANALYST

EDUCATION

CENTRAL MICHIGAN UNIVERSITY, BA, SECONDARY EDUCATION
MICHIGAN STATE UNIVERSITY, MA, ADULT EDUCATION
LANSING COMMUNITY COLLEGE, AB, PROGRAMMER/ANALYST

PROFESSIONAL POSITIONS

2012 – PRESENT
SENIOR DATA AND REPORTING ANALYST, MICHIGAN FITNESS FOUNDATION
Creates technical framework for program evaluation and reporting. Develops and maintains accuracy of data collection methods and systems to support program evaluation for statewide reporting. Ensures program and operational compliance requirements by creating and maintaining data transformation and evaluation processes. Includes: creating and maintaining data tracking applications using appropriate coding; implementing ways to analyze, streamline, and automate workflow for data collection to simplify processes; designing and coding database collection forms and providing training and support for users on their use; using database tools to perform queries and generate reporting; performing system testing and advising on database changes to support program needs; mitigating issues that arise in data collection for compliance purposes; partnering with vendors on evaluation quotes and coordinates to fulfill survey printing needs for distribution to customers; managing evaluation archive and storage process to meet record retention requirements; providing technical assistance and troubleshooting activities for evaluation requests.

2010 – 2012
GRANT COORDINATOR (CONTRACTOR 2008-2010)**,** MICHIGAN FITNESS FOUNDATION
Provided reporting and grant compliance support for federal nutrition education and physical activity promotion grant projects. Duties included: providing technical assistance to grant subrecipients; assessing financial reporting forms and contract administrative components; monitoring grant subrecipient contract compliance and budget; building and maintaining relationships with partner organizations.

2004 – 2007
PROJECT COORDINATOR, MICHIGAN FITNESS FOUNDATION
Served as project coordinator for USDA grant project involving 41 elementary schools for delivery of nutrition and physical activity information to students and parents. Tracked development and production of lessons, rubrics and supplemental activities associated with K-5 physical education objectives.

2003 – 2004
INSTRUCTIONAL DESIGNER/SALES SUPPORT, NOVATIONS LEARNING TECHNOLOGIES
Served as project team member for development and testing of online Six Sigma courses. Used course authoring tools to develop course training modules. Supported sales and marketing team by developing product collateral and organizing sales trainings. Performed activities associated with development of company responses to proposals.

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1995 – 2002
PROJECT MANAGER, PEARSON EDUCATION TECHNOLOGIES
Project managed annual/biannual LAN and Internet-based product releases of Learning Management System. Identified project scope, defined resource allocation, scheduled and budgeted project tasks. Acted as point liaison for off-site development team. Developed training and release documentation. Served as educational team member and product tester. Tracked, researched and resolved software issues. Maintained accurate and continuous communication of project status both internally and externally.

1990 – 1995
CURRICULUM SPECIALIST/QUALITY ANALYST, JOSTENS LEARNING CORPORATION
Supported company at all levels by providing guidance in integration of education principles with technology. Increased sales and sales opportunities by researching and producing over 50 local, state and national level curriculum alignments and customized curricula. Demonstrated in-depth product knowledge by reviewing product bid proposals and other sales-related materials for completeness and accuracy. Presented product to potential customers. Performed content testing of curriculum and coordinated tracking and follow-up on release-related requests and errors.

TECHNICAL SKILLS

- Relational databases
- T-SQL
- SQL Server Management Studio
- R/RStudio
- GitHub
- Power BI
- MS Excel (pivot tables/dashboards)
- MS Access
- ESRI (ArcMap, ArcGIS online)
- VBA/VB
- C#
- Visual Studio
- ASP.NET
- Systems Analysis/Design
- HTML/CSS
- Quality Assurance
- Scantron DesignExpert/ScanTools
- Software Project Management

PROFESSIONAL SERVICE

2018 – 2019
MEMBER, ASSOCIATION OF SNAP NUTRITION EDUCATION ADMINISTRATORS

PROFESSIONAL MEMBERSHIPS

- Women in Technology
- Professional Association for SQL Server (PASS)
- Michigan Association for Evaluation

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