

MICHAEL ANDERSON

Accreditation Associate

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Passionate Academic Accreditation Specialist with 4 years of experience in adult education and workforce development. I specialize in ensuring that educational programs meet accreditation standards while also focusing on enhancing learner outcomes. My experience includes collaborating with educators and administrators to design effective assessment strategies and maintain compliance with accrediting bodies.

WORK EXPERIENCE

Accreditation Associate | Adult Learning Center

Jan 2022 – Present

- Supported the accreditation process for adult education programs, ensuring compliance with state and national standards.
- Assisted in the development of assessment tools and evaluation metrics for program effectiveness.
- Collaborated with faculty to implement continuous improvement strategies based on assessment data.
- Coordinated documentation and logistics for accreditation site visits.
- Analyzed program performance data to inform decision-making and drive improvements.
- Organized workshops on accreditation processes for faculty and staff.

Program Evaluator | Workforce Development Agency

Jul 2019 – Dec 2021

- Evaluated workforce development programs for compliance with accreditation standards.
- Reviewed program documentation and assessment data for quality assurance.
- Provided support to institutions on best practices for program evaluation and accreditation.
- Prepared reports summarizing evaluation findings and recommendations for improvement.
- Maintained communication with educational institutions to facilitate collaboration.
- Participated in conferences to share insights on adult education and accreditation trends.

SKILLS

Accreditation support Program evaluation Quality assurance Data analysis Stakeholder collaboration

Workshop facilitation

EDUCATION

Bachelor of Arts in Adult Education

2016

University of Lifelong Learning

ACHIEVEMENTS

- Contributed to successful accreditation of adult education programs at the Learning Center within one year.
- Developed training materials that improved faculty understanding of accreditation processes by 40%.
- Awarded Employee of the Year for outstanding performance in accreditation support.

LANGUAGES

English Spanish French