



MICHAEL ANDERSON

Curriculum Development Coordinator

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SUMMARY

Dedicated Academic Development Specialist with over 8 years of experience in curriculum design and educational program management. Proven track record in enhancing student learning outcomes through innovative instructional strategies and assessment methods. Skilled in collaborating with faculty and stakeholders to develop comprehensive educational programs that meet institutional goals. Strong background in data analysis to measure program effectiveness and implement improvements.

WORK EXPERIENCE

Curriculum Development Coordinator Greenwood University

Jan 2023 - Present

- Led a team of educators in redesigning the undergraduate curriculum to increase student retention by 15%.
- Implemented a new assessment framework that improved pass rates in core courses by 20%.
- Facilitated professional development workshops on innovative teaching methods for over 100 faculty members.
- Collaborated with academic departments to align learning outcomes with industry standards.
- Utilized data analytics to evaluate program effectiveness and inform decision-making.
- Established partnerships with local schools for dual-enrollment programs, increasing enrollment by 10%.

Academic Advisor Lincoln Community College

Jan 2020 - Dec 2022

- Provided academic counseling to over 300 students per semester, resulting in a 25% increase in degree completion rates.
 - Developed personalized academic plans that addressed individual student needs and career goals.
 - Coordinated workshops on time management and study skills that improved student performance.
 - Managed academic probation programs that reduced student attrition by 30%.
 - Conducted surveys to gather student feedback, directly impacting program improvements.
 - Collaborated with faculty to identify at-risk students and implement intervention strategies.
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EDUCATION

Master of Education in Curriculum and Instruction, State University

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Curriculum Design, Student Engagement, Data Analysis, Program Management, Professional Development, Educational Technology
- **Awards/Activities:** Awarded 'Innovative Educator of the Year' by the National Association for Academic Advising in 2020.
- **Awards/Activities:** Successfully secured a \$50,000 grant for enhancing STEM education initiatives at the college.
- **Awards/Activities:** Recognized for leading a team that achieved a 90% satisfaction rate in student surveys regarding academic support services.
- **Languages:** English, Spanish, French