



MICHAEL ANDERSON

Academic Support Coordinator

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SUMMARY

Dedicated Academic Learning Advisor with over 8 years of experience in higher education and student success initiatives. Proven track record of enhancing student engagement and retention through tailored academic support programs. Skilled in data analysis, curriculum development, and collaborative problem-solving, I have effectively guided diverse student populations towards achieving their academic goals.

WORK EXPERIENCE

Academic Support Coordinator **University of Excellence**

Jan 2023 - Present

- Developed and implemented a comprehensive tutoring program that improved student performance by 25% in targeted courses.
- Conducted workshops on study skills and time management, increasing student attendance by 40%.
- Collaborated with faculty to identify at-risk students and provide tailored academic interventions.
- Utilized data analytics tools to track student progress and refine support strategies.
- Facilitated one-on-one advising sessions, helping students create personalized academic plans.
- Organized peer mentoring initiatives, enhancing student engagement and community building.

Student Success Advisor **National College**

Jan 2020 - Dec 2022

- Provided academic advising to a caseload of 150+ students, resulting in a 90% retention rate.
 - Implemented early alert systems to identify and assist struggling students proactively.
 - Designed and led orientation sessions that improved new student satisfaction ratings by 30%.
 - Conducted research on student needs to inform institutional policy changes.
 - Collaborated with academic departments to enhance course offerings based on student feedback.
 - Managed student workshops focusing on career readiness and academic success.
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EDUCATION

Master of Education in Higher Education Administration

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Student Engagement, Data Analysis, Academic Advising, Curriculum Development, Program Evaluation, Conflict Resolution
- **Awards/Activities:** Recipient of the Excellence in Academic Advising Award in 2020.
- **Awards/Activities:** Increased student participation in academic workshops by 50% within one year.
- **Awards/Activities:** Developed a peer mentorship program recognized as a model for other institutions.
- **Languages:** English, Spanish, French