



## CONTACT

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- 📍 San Francisco, CA

## SKILLS

- Academic Advising
- Career Counseling
- Workshop Development
- Communication
- Data Analysis
- Student Engagement

## LANGUAGES

- English
- Spanish
- French

## EDUCATION

**MASTER OF EDUCATION IN COUNSELING, UNIVERSITY OF STATE, 2014**

## ACHIEVEMENTS

- Increased student satisfaction with academic advising services by 30% through improved communication and resources.
- Successfully launched a mentorship program that paired students with alumni, enhancing networking opportunities.
- Recognized for outstanding contributions to career services, resulting in a significant increase in student employment rates.

*Michael*  
**ANDERSON**

## ACADEMIC ADVISOR

Highly motivated Academic Mentor with over 6 years of experience in higher education, focusing on supporting students in their academic and professional journeys. Expertise in career counseling, academic advising, and mentorship, helping students navigate their educational paths effectively. Strong background in developing workshops and resources aimed at enhancing student skills such as resume writing, interview preparation, and networking strategies.

## WORK EXPERIENCE

### ACADEMIC ADVISOR

State College

2020 - 2025

- Provided academic advising to a diverse student population, assisting with course selection and degree planning.
- Developed and delivered workshops on academic success strategies and career development.
- Collaborated with faculty to identify students in need of additional support and resources.
- Monitored student progress and provided comprehensive feedback to guide their academic journey.
- Organized networking events connecting students with industry professionals.
- Maintained accurate records of student interactions and outcomes to improve advising practices.

### CAREER SERVICES COORDINATOR

University Career Center

2015 - 2020

- Provided individualized career counseling sessions to help students clarify their career goals.
- Created resources for resume writing and interview preparation that were widely utilized by students.
- Organized career fairs and employer information sessions to connect students with potential employers.
- Analyzed student employment data to assess the effectiveness of career services.
- Facilitated workshops on job search strategies, enhancing students' employability skills.
- Collaborated with external organizations to expand internship and job opportunities for students.