



MICHAEL ANDERSON

Academic Quality Assurance Coordinator

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SUMMARY

Dedicated Academic Quality Specialist with over 8 years of experience in higher education. Proven track record in developing and implementing quality assurance frameworks that enhance academic programs. Adept at collaborating with faculty and administration to ensure compliance with accreditation standards. Skilled in data analysis and assessment methodologies, driving continuous improvement in educational practices.

WORK EXPERIENCE

Academic Quality Assurance Coordinator University of Excellence

Jan 2023 - Present

- Developed and maintained academic program review processes to ensure compliance with accreditation standards.
- Facilitated workshops for faculty on best practices in curriculum development and assessment.
- Analyzed course evaluation data to identify trends and recommend improvements.
- Collaborated with department heads to align program objectives with institutional goals.
- Implemented a continuous quality improvement plan that improved student satisfaction scores by 20%.
- Coordinated internal audits of academic programs, leading to a 15% increase in successful accreditation outcomes.

Quality Improvement Analyst State College of Arts and Sciences

Jan 2020 - Dec 2022

- Conducted data analysis on student performance metrics to drive curriculum enhancements.
 - Collaborated with faculty to design assessment tools that align with learning outcomes.
 - Presented findings to stakeholders, resulting in the adoption of new teaching strategies.
 - Led a project team to revise academic policies, improving compliance by 30%.
 - Managed accreditation documentation for various programs, ensuring timely submissions.
 - Trained staff on quality assurance processes, enhancing overall understanding by 40%.
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EDUCATION

Master's Degree in Education Administration, University of Knowledge

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Quality Assurance, Data Analysis, Curriculum Development, Accreditation Standards, Stakeholder Engagement, Continuous Improvement
- **Awards/Activities:** Successfully led a team that achieved full accreditation for three academic programs.
- **Awards/Activities:** Recognized for implementing a quality assurance framework that improved student retention rates by 15%.
- **Awards/Activities:** Published research on the impact of assessment practices in higher education journals.
- **Languages:** English, Spanish, French