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## SKILLS

- Compliance Management
- Quality Assurance
- Accreditation
- Data Analysis
- Program Review
- Stakeholder Communication

## EDUCATION

**MASTER'S DEGREE IN EDUCATIONAL  
POLICY AND ADMINISTRATION,  
UNIVERSITY OF GOVERNANCE**

## LANGUAGE

- English
- Spanish
- German

## ACHIEVEMENTS

- Successfully navigated the university through a complex accreditation process with zero deficiencies.
- Recognized for developing a compliance training program that enhanced staff understanding of regulations.
- Improved satisfaction ratings from both faculty and students regarding program quality assessments by 15%.

# Michael Anderson

## COMPLIANCE AND QUALITY ASSURANCE MANAGER

Detail-oriented Academic Quality Specialist with a strong background in compliance and regulatory affairs in higher education. Over 7 years of experience in ensuring that academic programs meet established standards and regulations. Proven track record in developing policies and procedures that enhance educational quality. Skilled in conducting audits, assessments, and program reviews to support continuous improvement.

## EXPERIENCE

### COMPLIANCE AND QUALITY ASSURANCE MANAGER

State University

2016 - Present

- Managed accreditation processes for multiple academic programs, ensuring compliance with state and federal regulations.
- Developed and implemented quality assurance policies that improved program evaluations.
- Conducted internal audits to assess adherence to academic standards.
- Collaborated with faculty to revise curricula based on assessment findings.
- Provided training for staff on compliance requirements and quality assurance measures.
- Analyzed data to identify areas for improvement and report findings to administration.

### QUALITY ASSURANCE COORDINATOR

City College

2014 - 2016

- Assisted in the development of institutional quality assurance frameworks.
- Conducted program reviews and provided actionable feedback to departments.
- Monitored compliance with accreditation bodies and prepared documentation for reviews.
- Facilitated discussions on improving academic quality with faculty and administration.
- Led workshops on best practices for academic program development.
- Maintained records of compliance activities and outcomes for reporting purposes.