



# Michael ANDERSON

## SENIOR CAREER ADVISOR

With over 15 years of experience in adult education and career development, I specialize in providing comprehensive training and support for adults seeking to advance their careers. My background in counseling allows me to effectively identify the unique needs and goals of each learner, tailoring my approach to facilitate their success.

### CONTACT

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- 📍 San Francisco, CA

### SKILLS

- career counseling
- program development
- workshop facilitation
- partnership building
- evaluation methods
- digital literacy

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**MASTER OF ARTS IN COUNSELING,  
UNIVERSITY OF COUNSELING**

### ACHIEVEMENTS

- Increased program enrollment by 35% through targeted outreach efforts.
- Awarded 'Excellence in Adult Education' for outstanding contributions in 2020.
- Successfully placed over 200 clients into meaningful employment within a year.

### WORK EXPERIENCE

#### SENIOR CAREER ADVISOR

New Horizons Learning Center

2020 - 2025

- Provided one-on-one career counseling for adults seeking to re-enter the workforce.
- Developed personalized career plans that align with individual goals and market demands.
- Conducted workshops on effective communication and job search strategies.
- Created partnerships with local employers to facilitate job shadowing opportunities.
- Organized training sessions on digital literacy and resume building.
- Evaluated program effectiveness through participant feedback and outcome tracking.

#### ADULT LEARNING FACILITATOR

Community Skills Center

2015 - 2020

- Designed and implemented adult learning programs focused on employability skills.
- Facilitated group discussions that encouraged peer support and networking.
- Provided guidance on career transitions and skill enhancement.
- Developed assessment tools to measure learning outcomes and participant progress.
- Organized community workshops to promote lifelong learning initiatives.
- Utilized online training platforms to reach a wider audience of adult learners.