



# Michael ANDERSON

## WORKFORCE DEVELOPMENT TRAINER

Dynamic Adult Education Practitioner with a focus on workforce development and career readiness. Over 9 years of experience in designing programs that equip adults with the skills necessary to enter and thrive in the job market. Proven ability to collaborate with employers to identify skill gaps and align training programs accordingly.

### CONTACT

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- 📍 San Francisco, CA

### SKILLS

- Workforce Development
- Career Counseling
- Program Design
- Training
- Networking
- Curriculum Development

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**BACHELOR OF SCIENCE IN  
WORKFORCE DEVELOPMENT,  
UNIVERSITY OF LEARNING, 2012**

### ACHIEVEMENTS

- Increased job placement rates by 25% through targeted training initiatives.
- Recognized for outstanding contribution to community workforce development in 2020.
- Secured partnerships with five local businesses for internship programs.

### WORK EXPERIENCE

#### WORKFORCE DEVELOPMENT TRAINER

Job Ready Solutions

2020 - 2025

- Developed and delivered training programs focused on job search strategies and resume building.
- Collaborated with local businesses to create tailored training initiatives.
- Conducted workshops on interview preparation and professional networking.
- Provided one-on-one career counseling to help adults achieve their job-related goals.
- Tracked participant progress and adjusted programs based on feedback.
- Organized job fairs to connect participants with potential employers.

#### ADULT EDUCATION INSTRUCTOR

City Adult Learning Center

2015 - 2020

- Taught classes on essential workplace skills and communication.
- Designed curriculum that aligns with local job market needs.
- Facilitated group discussions to enhance teamwork and collaboration skills.
- Provided regular feedback to students to improve their learning outcomes.
- Partnered with local businesses to offer internships for students.
- Organized guest speaker events to expose students to various career paths.