

# MICHAEL ANDERSON

Digital Literacy Trainer

- San Francisco, CA
- (555) 234-5678
- michael.anderson@email.com

Enthusiastic Adult Education Practitioner with a passion for promoting digital literacy and technology skills among adults. With over 6 years of experience in designing and facilitating training programs, I have a strong ability to engage learners and foster a supportive environment. Skilled in utilizing various digital tools to enhance learning experiences and ensure accessibility.

## WORK EXPERIENCE

### Digital Literacy Trainer | Tech Access Initiative

Jan 2022 – Present

- Developed training modules focused on essential digital skills for adult learners.
- Conducted hands-on workshops to enhance participant engagement and learning outcomes.
- Utilized online platforms to provide flexible learning options for students.
- Collaborated with community organizations to promote digital literacy initiatives.
- Evaluated program effectiveness through participant feedback and assessments.
- Provided ongoing support for learners facing challenges with technology.

### Adult Learning Facilitator | Community Tech Center

Jul 2019 – Dec 2021

- Taught classes on computer basics, internet safety, and online communication.
- Designed instructional materials to support various learning styles.
- Facilitated group projects to foster collaboration and teamwork among participants.
- Organized community workshops to raise awareness about digital resources.
- Monitored learner progress and provided constructive feedback.
- Partnered with local libraries to expand access to technology resources.

## SKILLS

Digital Literacy

Workshop Facilitation

Curriculum Development

Community Engagement

Instructional Design

Technology Training

## EDUCATION

### Bachelor of Arts in Adult Education

2017

University of Technology

## ACHIEVEMENTS

- Increased digital literacy rates among participants by 35% in one year.
- Received 'Innovative Educator' award from a tech education organization in 2022.
- Successfully launched an online resource hub for adult learners in the community.

## LANGUAGES

English

Spanish

French