



MICHAEL ANDERSON

QUALITY ASSURANCE MANAGER

PROFILE

Results-driven Adult Education Quality Specialist with 12 years of experience in the education sector, focusing on quality assurance and program improvement for adult learners. I have successfully led initiatives to enhance curriculum quality, ensuring alignment with industry standards and learner needs. My approach combines strategic planning, stakeholder collaboration, and data analytics to inform decision-making processes.

EXPERIENCE

QUALITY ASSURANCE MANAGER

Adult Learning Institute

2016 - Present

- Oversaw the quality assurance processes for all adult education programs, directly impacting student retention rates.
- Developed metrics to evaluate program effectiveness, resulting in a 20% increase in student satisfaction.
- Conducted regular workshops for faculty to enhance teaching methodologies and assessment techniques.
- Collaborated with administration to align program offerings with community workforce needs.
- Created a quality improvement plan that led to accreditation from the National Adult Education Association.
- Analyzed data trends to recommend curriculum adjustments that improved learning outcomes by 15%.

ADULT EDUCATION PROGRAM DIRECTOR

Metropolitan Community College

2014 - 2016

- Led a team of educators in developing innovative adult education programs that increased enrollment by 50%.
- Implemented a comprehensive assessment system to track learner progress and success rates.
- Established partnerships with local businesses to create job placement opportunities for graduates.
- Designed training modules that utilized technology to enhance learning engagement.
- Facilitated community outreach efforts that raised awareness about adult education resources.
- Secured a 30% increase in funding through successful grant applications focused on adult education.

CONTACT

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SKILLS

- Quality Assurance
- Program Development
- Data Analysis
- Stakeholder Collaboration
- Curriculum Design
- Leadership

LANGUAGES

- English
- Spanish
- French

EDUCATION

MASTER OF ARTS IN ADULT AND CONTINUING EDUCATION, UNIVERSITY OF CALIFORNIA

ACHIEVEMENTS

- Achieved a 95% accreditation success rate for adult education programs under my leadership.
- Recognized for excellence in adult education at the Annual Education Conference in 2021.
- Increased program funding by 60% through strategic partnerships and grant writing.