



# MICHAEL ANDERSON

## ADULT EDUCATION PROGRAM COORDINATOR

### CONTACT

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### SKILLS

- Program Development
- Community Engagement
- Workshop Facilitation
- Curriculum Design
- Participant Assessment
- Adult Learning Principles

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**BACHELOR OF ARTS IN EDUCATION,  
COMMUNITY COLLEGE OF SPRINGFIELD**

### ACHIEVEMENTS

- Increased participant satisfaction ratings by 25% through enhanced workshop formats.
- Successfully secured a grant to expand community education initiatives, resulting in a 40% increase in program offerings.
- Developed a mentoring program that paired experienced professionals with adult learners, improving job placement rates.

### PROFILE

Enthusiastic Adult Learning Facilitator with a strong background in community education and outreach programs. Over 5 years of experience working with diverse populations, including disadvantaged groups and adult learners returning to education. I excel at creating inclusive educational experiences that empower individuals to reach their potential. My experience in non-profit organizations has honed my skills in program development and facilitation, ensuring that content is accessible and relevant to all learners.

### EXPERIENCE

#### ADULT EDUCATION PROGRAM COORDINATOR

##### Community Learning Center

*2016 - Present*

- Coordinated adult education programs, serving over 200 participants annually.
- Developed curriculum focused on essential life skills and vocational training.
- Facilitated workshops on financial literacy, resulting in 80% of participants improving their budgeting skills.
- Engaged with community stakeholders to promote educational opportunities and increase enrollment.
- Managed program evaluations and reported outcomes to secure continued funding.
- Trained volunteer facilitators to enhance program delivery and participant engagement.

#### LEAD WORKSHOP FACILITATOR

##### Skills Development Network

*2014 - 2016*

- Facilitated workshops on career development and job readiness for adult learners.
- Implemented feedback mechanisms to continuously improve workshop content and delivery.
- Created supportive learning environments that encouraged active participation and networking.
- Assisted in the development of online resources for remote learners.
- Collaborated with local businesses to provide internship opportunities for program graduates.
- Monitored participant progress and provided one-on-one coaching to enhance learning outcomes.