

MICHAEL ANDERSON

Digital Literacy Program Manager

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As a dedicated Adult Learning Researcher, my focus is on enhancing digital literacy among adult learners in various educational settings. With over 10 years of experience in both academic and community-based organizations, I have worked tirelessly to bridge the digital divide that many adults face. My research emphasizes the importance of technology in adult education and its role in fostering lifelong learning.

WORK EXPERIENCE

Digital Literacy Program Manager | Tech for All

Jan 2022 – Present

- Designed and managed a digital literacy program that increased participant tech skills by 65%.
- Conducted workshops on basic computer skills and online safety for adult learners.
- Collaborated with community organizations to enhance access to technology resources.
- Evaluated program outcomes through surveys and participant feedback.
- Developed instructional materials that cater to diverse learning needs.
- Trained volunteers to assist in program delivery, expanding reach and impact.

Instructional Designer | Community College of XYZ

Jul 2019 – Dec 2021

- Created online courses focused on digital literacy for adult learners, achieving a 90% completion rate.
- Conducted user testing to improve course design and user experience.
- Collaborated with faculty to integrate digital literacy into existing curricula.
- Analyzed learning data to assess program effectiveness and areas for improvement.
- Facilitated training sessions for instructors on best practices in digital education.
- Participated in community outreach to promote digital literacy initiatives.

SKILLS

Digital Literacy

Program Management

Instructional Design

Community Outreach

Data Analysis

Volunteer Coordination

EDUCATION

Master of Education in Digital Learning

2015 – 2019

University of ABC

ACHIEVEMENTS

- Increased digital literacy skills of participants by 75% as measured by pre- and post-assessments.
- Secured a grant of \$30,000 to expand digital literacy programs in underserved communities.
- Received the 'Community Advocate Award' for impactful contributions to digital education.

LANGUAGES

English

Spanish

French