

MICHAEL ANDERSON

Adult Learning Program Coordinator

- San Francisco, CA
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Proactive Adult Program Coordinator with over 4 years of experience in adult education and program management. I specialize in creating engaging and relevant learning experiences that empower adults to enhance their skills and achieve their career goals. My work has focused on developing programs for diverse populations, including immigrants and underrepresented groups.

WORK EXPERIENCE

Adult Learning Program Coordinator | New Horizons Learning Center

Jan 2022 – Present

- Coordinated adult learning programs that increased enrollment by 35% in the first year.
- Developed partnerships with community organizations to enhance program offerings.
- Facilitated workshops focused on professional development and personal growth.
- Utilized participant feedback to continuously improve program effectiveness.
- Organized community events to promote educational opportunities and resources.
- Managed program logistics, ensuring smooth delivery and positive participant experiences.

Program Assistant | Adult Education Institute

Jul 2019 – Dec 2021

- Assisted in the planning and execution of adult education classes, contributing to a 40% increase in participant retention.
- Prepared educational materials and resources for instructors and participants.
- Conducted outreach to potential participants, increasing awareness of available programs.
- Provided administrative support to program coordinators and facilitators.
- Participated in program evaluations to assess effectiveness and inform future improvements.
- Engaged with local businesses to create job placement opportunities for adult learners.

SKILLS

program coordination

adult education

community outreach

workshop facilitation

participant engagement

needs assessment

EDUCATION

Bachelor of Science in Adult Education

2015 – 2019

University of Lifelong Learning

ACHIEVEMENTS

- Recognized for excellence in program delivery with a community award.
- Increased participant engagement by implementing innovative program features.
- Successfully facilitated workshops that received positive feedback from participants.

LANGUAGES

English

Spanish

French