



MICHAEL ANDERSON

ADULT SKILLS TRAINER

CONTACT

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-  San Francisco, CA

SKILLS

- Soft Skills Training
- Workshop Design
- Needs Analysis
- Coaching
- Community Outreach
- Program Evaluation

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF ARTS IN PSYCHOLOGY,
STATE UNIVERSITY**

ACHIEVEMENTS

- Increased job placement rate for participants by 35% over three years.
- Recognized as 'Trainer of the Year' in 2020 for exceptional training delivery.
- Developed a successful online learning program that expanded access to training.

PROFILE

Compassionate and experienced Adult Skills Trainer with a focus on soft skills development and workforce readiness. Over 10 years of experience in non-profit organizations, providing training to underprivileged adults. Expert in creating engaging learning experiences that empower individuals to achieve personal and career goals. Skilled in assessing learner needs and tailoring programs accordingly to ensure maximum impact.

EXPERIENCE

ADULT SKILLS TRAINER

SkillUp Non-Profit

2016 - Present

- Developed and delivered over 20 workshops focused on communication and job readiness skills.
- Assessed individual learner needs to tailor training approaches effectively.
- Facilitated group discussions that improved participant confidence and interpersonal skills.
- Created resource materials that were used by over 500 learners annually.
- Monitored and evaluated participant progress, providing feedback to enhance learning outcomes.
- Established partnerships with local businesses to create job placement opportunities for graduates.

CAREER DEVELOPMENT COACH

Community Empowerment Organization

2014 - 2016

- Provided one-on-one coaching sessions to help adults identify career goals and action plans.
- Organized job fairs that connected over 200 participants with potential employers.
- Developed a mentorship program that paired individuals with industry professionals.
- Created an online resource hub for job seekers, increasing access to training materials.
- Facilitated workshops on resume writing and interview preparation.
- Monitored program success through participant surveys and feedback, adjusting strategies as necessary.