



Phone: (555) 234-5678

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EXPERTISE SKILLS

- Program evaluation
- Data analysis
- Stakeholder engagement
- Qualitative research
- Report writing
- Capacity building

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Master of Public Administration, Columbia University, 2015

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

ASSESSMENT CONSULTANT

Dedicated Assessment Consultant with a focus on non-profit organizations, bringing over 5 years of experience in designing and implementing evaluation frameworks that support program effectiveness and funder accountability. Experienced in qualitative and quantitative research methods, with a passion for using data to drive social change. Skilled in collaborating with diverse stakeholders to ensure that assessments are culturally appropriate and relevant.

PROFESSIONAL EXPERIENCE

Impact Evaluation Associates

Mar 2018 - Present

Assessment Consultant

- Developed evaluation frameworks for various non-profit programs, leading to a 30% increase in funding renewal rates.
- Conducted focus groups with program participants to gather qualitative feedback on service delivery.
- Analyzed program data to identify areas for improvement, resulting in enhanced program outcomes.
- Facilitated training sessions on evaluation methods for non-profit staff, increasing their capacity to conduct assessments.
- Created user-friendly reports that effectively communicated findings to stakeholders.
- Collaborated with community partners to ensure assessments were aligned with local needs.

Community Impact Network

Dec 2015 - Jan 2018

Evaluation Specialist

- Designed surveys to assess program effectiveness, achieving a 25% increase in participant engagement.
- Utilized statistical software for data analysis, producing insights that informed program modifications.
- Presented findings to stakeholders, enhancing transparency and accountability.
- Collaborated with grant writers to support funding proposals with strong evaluation components.
- Monitored the implementation of evaluation recommendations, ensuring adherence to best practices.
- Established a feedback loop with program participants to continuously improve services offered.

ACHIEVEMENTS

- Recognized for excellence in evaluation practice by the National Evaluation Association in 2021.
- Increased program visibility through the publication of evaluation results in regional journals.
- Successfully led a project that improved participant satisfaction ratings by 50% within one year.