



# Michael ANDERSON

## ASSESSMENT COORDINATOR

Detail-oriented Assessment Coordinator with over 5 years of experience in the non-profit sector, focusing on educational assessments for underprivileged youth. I have a strong commitment to ensuring equitable education and utilizing assessments as a means to drive change. My expertise includes designing assessments that inform program development and improve educational outcomes for marginalized populations.

### CONTACT

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- 📍 San Francisco, CA

### SKILLS

- Program evaluation
- Data analysis
- Community engagement
- Communication
- Culturally responsive assessment
- Stakeholder management

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**MASTER OF ARTS IN EDUCATION  
POLICY, UNIVERSITY OF COMMUNITY  
STUDIES, 2015**

### ACHIEVEMENTS

- Secured \$250,000 in funding for educational programs through data-driven advocacy.
- Increasing program participation by 35% through targeted assessment initiatives.
- Presented findings at national conferences, promoting best practices in educational assessments.

### WORK EXPERIENCE

#### ASSESSMENT COORDINATOR

Youth Empowerment Network

2020 - 2025

- Developed assessments that identified educational gaps in underserved communities, informing targeted interventions.
- Collaborated with local schools to align assessments with community needs.
- Utilized qualitative and quantitative research methods to analyze program effectiveness.
- Facilitated training for educators on culturally responsive assessment practices.
- Managed relationships with stakeholders, fostering partnerships that supported assessment initiatives.
- Produced annual reports highlighting assessment findings to guide funding decisions.

#### PROGRAM EVALUATOR

Community Development Agency

2015 - 2020

- Conducted evaluations of educational programs, using assessments to measure impact on student outcomes.
- Developed data collection tools that improved the accuracy of program evaluations.
- Engaged with community members to gather feedback on educational services provided.
- Analyzed demographic data to tailor assessments for diverse populations.
- Reported findings to the board, influencing strategic planning and resource allocation.
- Trained staff on the importance of assessment in program evaluation.