



MICHAEL ANDERSON

Assessment Specialist

Analytical Assessment Policy Analyst with over 4 years of experience in the corporate training sector, focusing on developing assessment strategies for employee development programs. Expertise in creating performance metrics that align with organizational goals and enhance workforce efficiency. Skilled in utilizing data analytics to measure training effectiveness and inform continuous improvement.

CONTACT

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- San Francisco, CA

EDUCATION

Bachelor of Arts in Human Resource Management

University of Business Studies
2016-2020

SKILLS

- Data Analysis
- Training Development
- Performance Metrics
- Communication
- Collaboration
- Project Management

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Assessment Specialist

2020-2023

Global Training Solutions

- Developed assessment tools for evaluating employee performance across multiple departments.
- Analyzed data to assess the impact of training programs on employee performance.
- Collaborated with training managers to design targeted assessment strategies.
- Facilitated feedback sessions with employees to improve assessment processes.
- Utilized learning management systems to track assessment results and progress.
- Presented findings to senior management, leading to a 20% increase in training effectiveness.

Training Coordinator

2019-2020

Corporate Learning Institute

- Managed the assessment process for corporate training programs.
- Conducted evaluations of training content and delivery methods.
- Worked with subject matter experts to ensure assessments align with business objectives.
- Analyzed participant feedback to refine training assessments.
- Developed reports on training effectiveness for stakeholders.
- Facilitated workshops to promote best practices in assessment within the organization.

ACHIEVEMENTS

- Increased training completion rates by 30% through improved assessment strategies.
- Received 'Excellence in Training Award' for outstanding contributions to employee development.
- Developed assessment frameworks that improved employee engagement scores by 25%.