



# MICHAEL ANDERSON

## Senior Career Guidance Specialist

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### SUMMARY

Dynamic and results-oriented Career Guidance Officer with extensive experience in providing strategic career support to youth. Proven expertise in developing tailored career pathways that align with individual aspirations and market demands. Demonstrated ability to foster relationships with educational institutions, community organizations, and industry stakeholders to enhance career development opportunities. Skilled in conducting workshops, seminars, and one-on-one counseling sessions that empower young individuals to make informed career choices.

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### WORK EXPERIENCE

#### Senior Career Guidance Specialist Youth Development Institute

*Jan 2023 - Present*

- Conducted comprehensive assessments of youth career interests and skills.
- Developed and implemented individualized career action plans.
- Facilitated workshops on resume writing and interview preparation.
- Collaborated with local businesses to create internship opportunities.
- Monitored and evaluated program effectiveness through participant feedback.
- Provided ongoing support and mentorship to program participants.

#### Career Advisor City High School

*Jan 2020 - Dec 2022*

- Advised students on post-secondary education and career options.
  - Organized college fairs and career expos to connect students with potential employers.
  - Utilized career assessment tools to guide students in decision-making.
  - Maintained up-to-date knowledge of employment trends and educational programs.
  - Developed partnerships with local colleges and training providers.
  - Tracked student progress and outcomes to refine guidance services.
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### EDUCATION

#### Master of Arts in Career Counseling, University of California, Berkeley

*Sep 2019 - Oct 2020*

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### ADDITIONAL INFORMATION

- **Technical Skills:** career counseling, workshop facilitation, program development, stakeholder engagement, data analysis, mentorship
- **Awards/Activities:** Increased student internship placements by 30% over two years.
- **Awards/Activities:** Recognized for excellence in service delivery by the National Career Development Association.
- **Awards/Activities:** Developed a successful mentorship program that increased student engagement by 40%.
- **Languages:** English, Spanish, French