



MICHAEL ANDERSON

CAREER DEVELOPMENT COORDINATOR

CONTACT

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-  San Francisco, CA

SKILLS

- youth engagement
- program evaluation
- community outreach
- social media strategy
- coaching
- partnership development

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF ARTS IN SOCIOLOGY,
UNIVERSITY OF MICHIGAN**

ACHIEVEMENTS

- Achieved a 25% increase in program participation within one year.
- Received the Community Service Award for outstanding contributions to youth development.
- Established a mentorship network that connected over 100 youth with industry professionals.

PROFILE

Innovative Career Guidance Officer specializing in youth engagement and development, with a strong focus on creating inclusive and adaptive career pathways. Adept at leveraging community resources and educational frameworks to facilitate a seamless transition from school to career. Expertise in utilizing technology and social media to enhance career exploration and connect youth with industry professionals.

EXPERIENCE

CAREER DEVELOPMENT COORDINATOR

Youth Empowerment Coalition

2016 - Present

- Designed and executed career development programs tailored for underserved youth.
- Conducted outreach initiatives to raise awareness about available resources.
- Utilized social media platforms to enhance engagement and visibility of programs.
- Partnered with local businesses to facilitate job shadowing opportunities.
- Implemented feedback mechanisms to continuously improve program offerings.
- Coordinated volunteer efforts to support program sustainability.

YOUTH CAREER COACH

Future Leaders Academy

2014 - 2016

- Provided personalized career coaching to high school students.
- Developed engaging workshops on personal branding and networking.
- Organized field trips to local businesses for experiential learning.
- Maintained detailed records of student interactions and progress.
- Collaborated with educators to integrate career readiness into the curriculum.
- Evaluated student needs to tailor coaching approaches effectively.