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SKILLS

- career counseling
- team management
- partnership building
- curriculum design
- event planning
- assessment

EDUCATION

**MASTER OF EDUCATION IN COUNSELING,
NEW YORK UNIVERSITY**

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Increased job placement rates for program participants by 35%.
- Received the Excellence in Youth Empowerment Award from the State.
- Implemented a successful mentorship program that paired 200 youth with professionals.

Michael Anderson

CAREER SERVICES MANAGER

Proactive Career Guidance Officer dedicated to empowering youth through comprehensive career counseling and support services. Proven ability to establish effective relationships with students, educators, and community leaders to enhance career readiness and access to opportunities. Expertise in conducting career assessments and providing actionable guidance that aligns with individual goals and labor market demands.

EXPERIENCE

CAREER SERVICES MANAGER

Youth Success Network

2016 - Present

- Managed a team of career counselors providing guidance to youth.
- Developed strategic partnerships with local employers for job placements.
- Organized career fairs and networking events to connect youth with employers.
- Created and implemented career development curricula for workshops.
- Monitored program outcomes, adjusting strategies as needed.
- Provided training and support to counselors on best practices.

YOUTH COUNSELOR

High School Career Center

2014 - 2016

- Provided career counseling and academic support to students.
- Conducted workshops on job search strategies and interview techniques.
- Utilized assessment tools to guide students in career decision-making.
- Collaborated with teachers to integrate career readiness into the classroom.
- Maintained records of student interactions and outcomes.
- Promoted awareness of local job opportunities and resources.