



MICHAEL ANDERSON

Career Pathways Coordinator

Resourceful Career Guidance Officer with a passion for transforming the career trajectories of youth through targeted support and innovative programming. Extensive experience in developing and delivering career education initiatives that empower students to pursue their aspirations. Proven ability to collaborate with a diverse range of stakeholders, including schools, employers, and community organizations, to create comprehensive career pathways.

CONTACT

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- San Francisco, CA

EDUCATION

Bachelor of Arts in Education

University of California
Los Angeles

SKILLS

- program coordination
- online resource development
- coaching
- community outreach
- workshop facilitation
- stakeholder engagement

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Career Pathways Coordinator

2020-2023

Next Generation Careers

- Coordinated career exploration programs for high school students.
- Developed partnerships with local businesses to facilitate job placements.
- Created online resources to support career development and exploration.
- Facilitated workshops on skill development and career planning.
- Monitored program participation and outcomes to assess effectiveness.
- Engaged in community outreach to raise awareness of career resources.

Career Coach

2019-2020

Youth Leadership Institute

- Provided individualized coaching to youth on career decision-making.
- Conducted workshops on resume writing and job search strategies.
- Utilized assessment tools to identify student interests and strengths.
- Collaborated with educators to integrate career readiness into curricula.
- Tracked student progress and adjusted coaching approaches accordingly.
- Promoted awareness of available scholarships and career resources.

ACHIEVEMENTS

- Increased student engagement in career programs by 40% over two years.
- Recognized for innovative use of technology in career education.
- Successfully launched a dual-enrollment program with local colleges.