

MICHAEL ANDERSON

Youth Career Development Specialist

- San Francisco, CA
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Empathetic and driven Career Guidance Officer with a strong commitment to enhancing the career prospects of youth through personalized guidance and support. Proven ability to assess individual strengths and interests, providing tailored career advice that aligns with market opportunities. Expertise in developing and executing career workshops that equip students with essential skills for success in the workforce.

WORK EXPERIENCE

Youth Career Development Specialist | Empower Youth Program

Jan 2022 – Present

- Provided career counseling services to diverse youth populations.
- Designed and delivered workshops on career exploration and skill-building.
- Collaborated with local businesses to create job shadowing experiences.
- Maintained records of student interactions and career outcomes.
- Utilized feedback to continuously improve program offerings.
- Promoted awareness of career resources through community outreach.

Career Advisor | High School Career Center

Jul 2019 – Dec 2021

- Advised students on career options and educational pathways.
- Conducted workshops on job search techniques and interview preparation.
- Utilized career assessments to guide students in decision-making.
- Collaborated with faculty to enhance the career services curriculum.
- Tracked student progress and outcomes to evaluate effectiveness.
- Engaged with community partners to expand career resources.

SKILLS

career counseling

workshop design

community engagement

program evaluation

mentorship

career assessment

EDUCATION

Master of Science in Career Development

2015 – 2019

University of North Carolina

ACHIEVEMENTS

- Increased student job placement rates by 30% within one year.
- Received the Community Impact Award for contributions to youth development.
- Successfully launched a career readiness program accessed by over 300 students.

LANGUAGES

English

Spanish

French