



# MICHAEL ANDERSON

Technology Education Specialist

Motivated Community Education Instructor with a strong background in technology education and digital literacy. Over 6 years of experience in developing and facilitating training programs that empower individuals with essential technology skills. Expertise in creating user-friendly curricula that cater to various skill levels, from beginners to advanced users. Proven ability to assess community needs and adapt programs accordingly, ensuring relevance and effectiveness.

## CONTACT

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- San Francisco, CA

## EDUCATION

### Bachelor of Science in Information Technology

Tech University  
2014

## SKILLS

- Technology Education
- Digital Literacy
- Curriculum Development
- Workshop Facilitation
- Community Engagement
- Data Analysis

## LANGUAGES

- English
- Spanish
- French

## WORK EXPERIENCE

### Technology Education Specialist

2020-2023

Local Tech Center

- Designed and delivered technology training programs that reached over 1,500 community members annually.
- Facilitated hands-on workshops on software applications, improving participant proficiency by 70%.
- Developed online resources and tutorials to support ongoing learning beyond the classroom.
- Collaborated with local businesses to provide job-seeking workshops that enhanced digital skills.
- Implemented feedback mechanisms to continuously improve training programs based on participant needs.
- Managed a team of volunteers to assist with workshops and technology support.

### Digital Literacy Instructor

2019-2020

Community College

- Conducted classes on basic computer skills, reaching a diverse group of learners.
- Evaluated and adapted curricula to ensure alignment with technological advancements.
- Utilized social media and online platforms to promote technology courses, increasing enrollment by 50%.
- Provided individualized support to students, helping them achieve their personal technology goals.
- Organized community events to promote digital literacy and access to technology resources.
- Collected and analyzed data on student performance to report on program effectiveness.

## ACHIEVEMENTS

- Awarded the Digital Literacy Champion Award in 2021 for contributions to community technology education.
- Increased attendance in technology courses by 60% through targeted marketing efforts.
- Secured \$5,000 in funding for technology education programs.