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SKILLS

- content curation
- catalog management
- educational resources
- project management
- stakeholder engagement
- analytical skills

EDUCATION

MASTER OF EDUCATION, UNIVERSITY OF MICHIGAN, 2011

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Increased user satisfaction ratings by 20% through improved content accessibility.
- Successfully launched a new resource initiative that reached over 5,000 users.
- Recognized for excellence in content development at the National Education Conference.

Michael Anderson

CONTENT AND CATALOG COORDINATOR

Proficient and detail-oriented Content and Catalog Manager with over 11 years of experience in the nonprofit sector, specializing in content curation and catalog management for educational resources. Expertise in developing engaging content that meets the diverse needs of target audiences while adhering to organizational standards. Proven track record in managing large-scale projects and collaborating with various stakeholders to deliver impactful content initiatives.

EXPERIENCE

CONTENT AND CATALOG COORDINATOR

Global Education Foundation

2016 - Present

- Managed the catalog of educational resources, increasing accessibility for users by 50%.
- Collaborated with educators to curate relevant and impactful content.
- Developed metrics to assess content effectiveness and user engagement.
- Coordinated workshops and training sessions for staff on content best practices.
- Utilized feedback from stakeholders to refine content offerings.
- Facilitated partnerships with community organizations to enhance resource availability.

CONTENT DEVELOPMENT ASSOCIATE

Community Learning Network

2014 - 2016

- Assisted in the development of educational materials, improving resource quality.
- Conducted research to identify gaps in existing content and propose solutions.
- Collaborated with design teams to create engaging visual content.
- Managed updates to the online catalog, ensuring accuracy and relevance.
- Engaged with community stakeholders to gather feedback on content needs.
- Presented findings and recommendations to leadership for strategic planning.