



 (555) 234-5678

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 San Francisco, CA

 www.michaelanderson.com

SKILLS

- Career coaching
- Job search strategies
- Workshop development
- Resume writing
- Interview preparation
- Market analysis

EDUCATION

MASTER OF SCIENCE IN CAREER COUNSELING, UNIVERSITY OF NORTH TEXAS, 2016

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Increased client job placement rates by 35% through enhanced coaching techniques.
- Recognized for developing a successful internship program that connected 100+ students with employers.
- Improved workshop attendance by 50% through targeted marketing and outreach efforts.

Michael Anderson

CAREER COUNSELOR

Enthusiastic career counselor with over 5 years of experience helping individuals navigate their career paths and achieve professional goals. Adept at conducting career assessments and providing personalized guidance to clients seeking employment or career change. Proficient in developing workshops and resources that equip individuals with job search skills and interview techniques.

EXPERIENCE

CAREER COUNSELOR

Future Pathways Career Center

2016 - Present

- Conducted career assessments to identify clients' strengths and career interests.
- Developed and facilitated workshops on resume writing and interview preparation.
- Provided one-on-one counseling sessions to guide clients in their job search.
- Maintained up-to-date knowledge of job market trends and employment resources.
- Collaborated with local businesses to create internship and job placement opportunities.
- Monitored client progress and adjusted strategies to enhance outcomes.

INTERN CAREER COACH

College Career Services

2014 - 2016

- Assisted career counselors in providing guidance to students on job search strategies.
- Conducted mock interviews and provided constructive feedback to improve skills.
- Participated in career fairs and networking events to connect students with employers.
- Developed informational materials on career resources available to students.
- Supported the organization of workshops focused on career readiness.
- Engaged in training sessions to enhance counseling and coaching skills.