



# MICHAEL ANDERSON

## CURRICULUM COORDINATOR

### CONTACT

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### SKILLS

- Curriculum assessment
- Online learning
- Data-driven decision making
- Faculty collaboration
- Program management
- Community outreach

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**MASTER OF ARTS IN ADULT EDUCATION,  
UNIVERSITY OF LIFELONG LEARNING**

### ACHIEVEMENTS

- Led a curriculum redesign project that received national recognition for innovation in adult education.
- Increased student engagement scores by 35% through the implementation of interactive online modules.
- Awarded 'Best Program Director' by the Adult Education Association in 2021.

### PROFILE

Results-driven Curriculum Coordinator with a robust background in higher education and curriculum assessment. Over 10 years of experience in developing and implementing academic programs that cater to adult learners and non-traditional education settings. Proven expertise in leveraging data to inform curriculum revisions and improve course delivery. Strong communicator with a knack for collaborating with faculty to enhance the educational experience for students.

### EXPERIENCE

#### CURRICULUM COORDINATOR

##### City College Online

*2016 - Present*

- Redesigned online courses that increased student retention rates by 40%.
- Conducted comprehensive curriculum reviews and provided actionable feedback to faculty.
- Developed and implemented a new assessment framework for online learning outcomes.
- Collaborated with IT to enhance the learning management system for better user experience.
- Facilitated training sessions for faculty on best practices in online teaching.
- Analyzed enrollment and completion data to improve program offerings and structure.

#### PROGRAM DIRECTOR

##### Adult Education Center

*2014 - 2016*

- Managed curriculum development for adult education programs serving over 500 students annually.
- Implemented feedback mechanisms to gather input from students and instructors on curriculum effectiveness.
- Developed partnerships with community organizations to enhance program offerings and resources.
- Created and monitored budgets for program development and implementation.
- Coordinated professional development workshops focused on adult learning theories.
- Increased program enrollment by 20% through targeted outreach initiatives.