



Michael ANDERSON

DIGITAL LITERACY PROGRAM COORDINATOR

Creative Digital Learning Educator with a passion for using technology to inspire and engage learners. Over 4 years of professional experience in the nonprofit sector, focusing on developing digital literacy programs for underserved communities. Skilled in curriculum design and the integration of digital tools to facilitate learning. A strong advocate for equitable access to education and technology, dedicated to empowering individuals through digital skills training.

CONTACT

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SKILLS

- Digital Literacy
- Curriculum Design
- Community Engagement
- Program Development
- Instructional Technology
- Volunteer Training

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF SCIENCE IN EDUCATION
TECHNOLOGY, UNIVERSITY OF
KNOWLEDGE, 2019**

ACHIEVEMENTS

- Awarded 'Community Impact Award' for outstanding service and contribution to digital literacy in 2022.
- Successfully increased workshop attendance by 60% through targeted outreach strategies.
- Recognized for creating an innovative online learning platform for community members.

WORK EXPERIENCE

DIGITAL LITERACY PROGRAM COORDINATOR

Empowerment Nonprofit

2020 - 2025

- Developed and implemented digital literacy workshops for community members, reaching over 1,000 individuals.
- Designed engaging curriculum that addressed the specific needs of participants.
- Collaborated with local organizations to provide resources and support for program participants.
- Utilized social media and online platforms to promote programs and increase engagement.
- Gathered and analyzed feedback to improve program offerings continuously.
- Trained volunteers to assist in delivering workshops and supporting participants.

INSTRUCTIONAL DESIGNER

Tech for All

2015 - 2020

- Created online courses focused on digital skills for low-income individuals.
- Developed assessments to measure learning outcomes and program effectiveness.
- Collaborated with community partners to enhance course visibility and accessibility.
- Facilitated training sessions for facilitators to enhance their instructional skills.
- Implemented a feedback loop to gather participant insights and improve course content.
- Monitored participant progress to ensure successful completion of courses.