



Michael ANDERSON

E-LEARNING PROGRAM MANAGER

Dedicated E-Learning Specialist with over 7 years of experience in the nonprofit sector, specializing in digital training for community outreach and capacity building. Expert in designing and implementing e-learning programs that empower individuals and organizations through accessible education. Strong track record of collaborating with diverse stakeholders to create culturally relevant and impactful learning experiences.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- Moodle
- Google Classroom
- Community Outreach
- Program Management
- Curriculum Development
- Training Evaluation

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF ARTS IN EDUCATION,
UNIVERSITY OF CALIFORNIA,
BERKELEY**

ACHIEVEMENTS

- Increased community engagement by 70% through innovative e-learning strategies.
- Received recognition for outstanding program outcomes from local government officials.
- Developed partnerships with 5 local organizations to enhance training reach and effectiveness.

WORK EXPERIENCE

E-LEARNING PROGRAM MANAGER

Community Empowerment Network

2020 - 2025

- Developed and managed e-learning initiatives that reached over 1,000 community members annually.
- Implemented training programs that improved digital literacy rates by 60% among participants.
- Collaborated with local organizations to create tailored learning content addressing community needs.
- Conducted evaluations to assess program effectiveness and adjusted content accordingly.
- Trained staff on effective e-learning practices and utilization of digital tools.
- Facilitated workshops to engage participants in interactive learning experiences.

TRAINING COORDINATOR

Global NGO

2015 - 2020

- Designed online training modules for volunteers, enhancing their readiness and effectiveness in the field.
- Utilized Google Classroom to manage and deliver training content to over 500 volunteers.
- Analyzed feedback to continuously improve training materials and delivery methods.
- Coordinated with teams to ensure alignment of training with organizational goals.
- Implemented a tracking system to monitor volunteer progress and impact.
- Presented training results to stakeholders, showcasing impact and areas for improvement.