



Michael ANDERSON

QUALITY ASSURANCE COORDINATOR

Results-driven Early Childhood Program Coordinator with a strong background in program evaluation and quality assurance in early childhood education. For over 7 years, I have been dedicated to improving educational outcomes for children by implementing evidence-based practices and fostering a culture of continuous improvement. My expertise in data analysis allows me to assess program effectiveness and make informed decisions that enhance the quality of education provided.

CONTACT

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- San Francisco, CA

SKILLS

- Program Evaluation
- Data Analysis
- Quality Assurance
- Staff Training
- Community Engagement
- Compliance

LANGUAGES

- English
- Spanish
- French

EDUCATION

**MASTER OF EDUCATION IN
EDUCATIONAL LEADERSHIP,
UNIVERSITY OF SOUTHERN
CALIFORNIA**

ACHIEVEMENTS

- Improved program quality ratings by 40% through data-driven decision-making.
- Recognized for excellence in program evaluation by the National Association for Early Childhood Education.
- Secured a \$100,000 grant to enhance program resources and staff training initiatives.

WORK EXPERIENCE

QUALITY ASSURANCE COORDINATOR

Early Steps Program

2020 - 2025

- Conducted program evaluations to assess the quality of educational services provided.
- Developed and implemented improvement plans based on evaluation findings.
- Trained staff on best practices in early childhood education and program delivery.
- Collaborated with community partners to enhance resource availability for families.
- Monitored compliance with state regulations and accreditation standards.
- Facilitated focus groups with parents to gather feedback on program effectiveness.

PROGRAM EVALUATOR

Child Development Services

2015 - 2020

- Conducted comprehensive evaluations of early childhood programs across multiple sites.
- Analyzed data to identify trends and areas for improvement in program delivery.
- Presented findings to stakeholders to inform decision-making processes.
- Developed training materials to support staff in enhancing program quality.
- Collaborated with local agencies to develop resources for families in need.
- Achieved a 30% increase in program ratings through targeted improvement initiatives.