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EXPERTISE SKILLS

- Program evaluation
- Data analysis
- Community engagement
- Qualitative research
- Stakeholder collaboration
- Reporting

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Master of Public Policy, University of Social Justice

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

PROGRAM ASSESSMENT COORDINATOR

Dynamic Educational Assessment Specialist with over 5 years of experience in non-profit organizations focused on educational program evaluation. Strong expertise in qualitative and quantitative assessment methodologies, with a proven ability to analyze program effectiveness and drive improvements in educational initiatives. Skilled in building partnerships with community stakeholders and leveraging data to communicate impact.

PROFESSIONAL EXPERIENCE

Bright Futures Foundation

Mar 2018 - Present

Program Assessment Coordinator

- Designed and executed program evaluation strategies to assess educational initiatives.
- Collaborated with community partners to gather data on program reach and impact.
- Conducted surveys and focus groups to gather feedback from participants and stakeholders.
- Analyzed evaluation data to provide insights for program improvement and funding proposals.
- Developed reports and presentations to communicate findings to donors and community members.
- Trained staff on evaluation best practices and data collection methods.

Learning Together Initiative

Dec 2015 - Jan 2018

Educational Evaluator

- Conducted assessments of educational programs aimed at underserved youth.
- Utilized mixed-methods approaches to evaluate program effectiveness and participant satisfaction.
- Collaborated with educators to develop tailored assessment tools to meet program goals.
- Presented evaluation findings to stakeholders to inform program enhancements.
- Developed training materials for staff on effective evaluation practices.
- Maintained detailed records of evaluation processes and outcomes.

ACHIEVEMENTS

- Awarded the Community Impact Award for outstanding program evaluations in 2021.
- Increased program participation by 20% through targeted outreach and assessment feedback.
- Published evaluation results in a national educational journal.