



MICHAEL ANDERSON

Elder Care Coordinator

Resourceful Elder Support Services Manager with a focus on improving the lives of seniors through effective service management and community collaboration. With over 5 years of experience in elder care, possesses a strong foundation in program coordination and client support. Known for a hands-on approach to service delivery, ensuring that the needs of elderly clients are met with compassion and respect.

CONTACT

- (555) 234-5678
- michael.anderson@email.com
- San Francisco, CA

EDUCATION

Bachelor of Science in Human Services

University of North Carolina
2016-2020

SKILLS

- Program Coordination
- Client Support
- Staff Training
- Community Collaboration
- Advocacy
- Record Keeping

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Elder Care Coordinator

2020-2023

Caring Hands Senior Services

- Coordinated daily operations of elder support programs, ensuring high-quality service.
- Implemented training for staff on best practices in elder care.
- Assisted in client assessments to develop personalized care plans.
- Organized community events to promote awareness of elder issues.
- Maintained accurate records of client interactions and service outcomes.
- Collaborated with local agencies to enhance service delivery.

Volunteer Program Manager

2019-2020

Senior Outreach Program

- Managed volunteer recruitment and training for senior support initiatives.
- Developed outreach materials to engage community members.
- Coordinated volunteer activities to enhance client social interaction.
- Facilitated training sessions for volunteers on elder care best practices.
- Monitored volunteer performance, providing feedback and support.
- Organized fundraising events to support program sustainability.

ACHIEVEMENTS

- Increased volunteer participation by 50% through community engagement initiatives.
- Recognized for outstanding service delivery by the Local Aging Council in 2021.
- Successfully implemented a new client feedback system, improving service quality.