



MICHAEL ANDERSON

Senior Employment Skills Trainer

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SUMMARY

Dynamic Employment Skills Educator with over 10 years of experience in enhancing workforce readiness among diverse populations. Proven expertise in developing and implementing innovative training programs that empower individuals to acquire essential employment skills. Adept at creating engaging curriculum tailored to the needs of various learners, including those with disabilities and those re-entering the workforce.

WORK EXPERIENCE

Senior Employment Skills Trainer **Community Skills Center**

Jan 2023 - Present

- Designed and implemented a comprehensive job readiness curriculum for over 500 participants annually.
- Conducted one-on-one coaching sessions, resulting in a 75% job placement rate within three months.
- Collaborated with local businesses to identify skills gaps and align training programs accordingly.
- Utilized digital tools and platforms to enhance the learning experience and track participant progress.
- Facilitated workshops on resume writing, interview techniques, and workplace etiquette.
- Evaluated program effectiveness through participant feedback and employment outcomes, continuously refining the curriculum.

Vocational Rehabilitation Counselor **State Rehabilitation Agency**

Jan 2020 - Dec 2022

- Assisted individuals with disabilities in developing personalized employment plans that integrate skills training and job search strategies.
 - Managed a caseload of 40 clients, providing ongoing support and resources to enhance their employability.
 - Coordinated with healthcare providers to address barriers to employment, ensuring holistic support.
 - Facilitated group workshops on career exploration and job readiness skills.
 - Monitored client progress and adjusted plans as necessary to achieve optimal outcomes.
 - Established partnerships with local employers to create job opportunities for clients.
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EDUCATION

Master's Degree in Adult Education, **University of Education, 2011**

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Curriculum Development, Job Placement, Client Assessment, Communication, Workshop Facilitation, Digital Literacy
- **Awards/Activities:** Recognized as Employee of the Year for outstanding contributions to the job training program in 2019.
- **Awards/Activities:** Increased job placement rates by 30% within two years through innovative training techniques.
- **Awards/Activities:** Successfully secured grants totaling \$150,000 to expand program offerings and resources.
- **Languages:** English, Spanish, French