



Phone: (555) 234-5678

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## **EXPERTISE SKILLS**

- Assessment Program Management
- Data Analysis
- Curriculum Development
- Faculty Training
- Student Learning Outcomes
- Program Review

## **LANGUAGES**

- English
- Spanish
- French

## **CERTIFICATION**

- Master's in Higher Education Administration, University of Learning

## **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

## ASSESSMENT PROGRAM MANAGER

Dynamic Higher Education Assessment Specialist with 5 years of experience in educational research and program evaluation. Adept at developing assessment tools that align with institutional mission and student learning objectives. Skilled in the analysis of assessment data to inform curriculum development and improvement strategies. Excellent communicator with a strong ability to build rapport with faculty and students to promote a culture of assessment.

## **PROFESSIONAL EXPERIENCE**

### **Metropolitan University**

*Mar 2018 - Present*

Assessment Program Manager

- Managed the development and implementation of assessment programs across multiple disciplines.
- Collaborated with faculty to create assessment rubrics and evaluation criteria.
- Analyzed student data to evaluate the effectiveness of instructional strategies.
- Facilitated training workshops on assessment practices for new faculty.
- Conducted program reviews to ensure continuous improvement and compliance.
- Developed comprehensive reports on assessment findings for academic leadership.

### **University of Learning**

*Dec 2015 - Jan 2018*

Graduate Assistant for Assessment

- Assisted in the development of assessment plans for undergraduate programs.
- Conducted data analysis on student learning outcomes and performance metrics.
- Supported faculty in the use of assessment tools and methodologies.
- Participated in training sessions to enhance assessment literacy among staff.
- Compiled assessment data for institutional reporting and accreditation.
- Helped organize assessment-related events to promote best practices.

## **ACHIEVEMENTS**

- Improved student learning outcomes by 30% through the implementation of new assessment strategies.
- Received the Outstanding Graduate Assistant Award for contributions to assessment initiatives.
- Presented research findings at the National Conference on Assessment in Higher Education.