

MICHAEL ANDERSON

Assessment and Evaluation Officer

- San Francisco, CA
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Proactive Higher Education Assessment Specialist with over 6 years of experience in conducting assessment and evaluation for academic programs in the non-profit sector. Strong analytical skills and a commitment to utilizing data for enhancing educational outcomes. Experienced in collaborating with diverse stakeholders to develop assessment strategies that align with institutional missions.

WORK EXPERIENCE

Assessment and Evaluation Officer | Progressive Learning Institute

Jan 2022 – Present

- Developed assessment frameworks for educational programs serving underrepresented communities.
- Analyzed program data to identify trends and inform decision-making.
- Collaborated with community partners to enhance program delivery.
- Facilitated training for staff on data collection and analysis methodologies.
- Prepared evaluation reports for stakeholders to demonstrate program effectiveness.
- Monitored compliance with grant requirements related to program assessment.

Program Analyst | Educational Outreach Organization

Jul 2019 – Dec 2021

- Conducted assessments of grant-funded educational initiatives to ensure accountability.
- Developed surveys and focus group protocols to gather participant feedback.
- Analyzed qualitative and quantitative data to assess program impact.
- Collaborated with stakeholders to develop improvement strategies based on assessment results.
- Prepared presentations for funders showcasing program achievements and challenges.
- Supported strategic planning efforts through data-driven insights.

SKILLS

Assessment Framework Development

Data Analysis

Community Engagement

Educational Equity

Program Evaluation

Compliance Monitoring

EDUCATION

Master's in Public Policy

2015 – 2019

University of Policy Studies

ACHIEVEMENTS

- Increased participant satisfaction rates by 30% through enhanced assessment practices.
- Secured additional funding by demonstrating program impact through data analysis.
- Recognized for outstanding contributions to educational equity initiatives in the community.

LANGUAGES

English

Spanish

French