



MICHAEL ANDERSON

Academic Events Manager

Proficient Hybrid Event Manager with a strong background in educational and academic event planning. Demonstrates expertise in creating learning-focused experiences that engage participants and drive knowledge transfer. Proven ability to collaborate with educational institutions to design curriculum-aligned events that meet the needs of diverse audiences. Strong project management skills ensure that all elements of the event are executed on time and within budget.

CONTACT

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- San Francisco, CA

EDUCATION

Master of Education in Curriculum and Instruction

University of Michigan
2016-2020

SKILLS

- educational programming
- project management
- stakeholder collaboration
- participant engagement
- feedback analysis
- content development

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Academic Events Manager

2020-2023

Scholarly Events Group

- Managed logistics for over 30 educational hybrid events annually.
- Collaborated with faculty and industry experts to develop event content.
- Implemented technology solutions to enhance virtual learning experiences.
- Conducted participant surveys to assess effectiveness and satisfaction.
- Coordinated with sponsors and partners to secure funding and resources.
- Facilitated on-site management to ensure smooth event execution.

Event Coordinator

2019-2020

Learning Innovations

- Assisted in the planning and execution of educational workshops and seminars.
- Utilized project management software to track event timelines and deliverables.
- Coordinated logistics and materials for hybrid learning sessions.
- Developed promotional materials to attract participants and sponsors.
- Gathered feedback to identify areas for improvement in future events.
- Maintained communication with stakeholders to align event goals.

ACHIEVEMENTS

- Increased participant satisfaction scores by 30% through innovative program design.
- Recipient of the Excellence in Education Award for outstanding event management.
- Successfully secured funding for educational initiatives totaling \$150,000.