



# MICHAEL ANDERSON

## Senior Program Manager

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### SUMMARY

Dynamic and results-oriented International NGO Program Officer with over a decade of experience in humanitarian response and development programming. Expertise in managing complex projects across diverse cultural settings, ensuring alignment with organizational goals and donor requirements. Proven ability to lead multi-disciplinary teams in high-pressure environments, fostering collaboration and innovation. Adept at strategic planning, capacity building, and stakeholder engagement to drive impactful initiatives.

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### WORK EXPERIENCE

#### Senior Program Manager Global Aid Network

Jan 2023 - Present

- Oversaw the implementation of a \$5 million health intervention project across three countries.
- Developed and maintained strategic partnerships with local NGOs and government agencies.
- Monitored project progress using advanced data analytics tools, ensuring compliance with donor regulations.
- Led capacity-building workshops for local staff, enhancing project delivery and sustainability.
- Conducted risk assessments and developed mitigation strategies to address potential challenges.
- Compiled and presented quarterly reports to stakeholders, highlighting achievements and areas for improvement.

#### Project Coordinator International Relief Fund

Jan 2020 - Dec 2022

- Managed a team of 10 in the execution of emergency relief operations following natural disasters.
  - Implemented monitoring and evaluation frameworks to assess project impact and effectiveness.
  - Facilitated community engagement sessions to incorporate beneficiary feedback into program design.
  - Collaborated with logistics teams to ensure timely delivery of humanitarian supplies.
  - Prepared detailed project proposals that secured funding from international donors.
  - Trained local volunteers on emergency response protocols, enhancing community preparedness.
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### EDUCATION

#### Master of International Relations, Harvard University

Sep 2019 - Oct 2020

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### ADDITIONAL INFORMATION

- **Technical Skills:** Project Management, Stakeholder Engagement, Data Analysis, Capacity Building, Monitoring and Evaluation, Strategic Planning
- **Awards/Activities:** Awarded 'Best Program Innovation' by the International NGOs Network in 2020.
- **Awards/Activities:** Increased project funding by 40% through successful grant writing initiatives.
- **Awards/Activities:** Implemented a new monitoring system that improved reporting accuracy by 30%.
- **Languages:** English, Spanish, French