# MICHAEL
# ANDERSON

Director of IT Training

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Proficient IT Support Educator with over 9 years of experience in the field of technical training and educational program management. Specializes in creating and implementing IT support curricula that foster student engagement and learning outcomes. Experienced in working with diverse populations, including adult learners and traditional students. Strong organizational skills enable the successful management of training programs, workshops, and assessments.

## WORK EXPERIENCE

**Director of IT Training | Skill Development Center**                    Jan 2022 – Present

- Oversaw the development and implementation of IT training programs for over 600 participants annually.
- Managed a team of instructors and ensured high-quality training delivery.
- Developed partnerships with local businesses to create internship opportunities for students.
- Conducted program evaluations to ensure alignment with industry standards.
- Facilitated workshops on advanced IT topics to enhance instructor skills.
- Implemented feedback mechanisms to continuously improve training programs.

**IT Training Specialist | Tech Training Academy**                    Jul 2019 – Dec 2021

- Delivered comprehensive IT training sessions to diverse groups of learners.
- Developed instructional materials that improved student understanding of technical topics.
- Utilized a variety of teaching methods to accommodate different learning styles.
- Collaborated with faculty to enhance course content and delivery methods.
- Monitored student progress and provided personalized support as needed.
- Assisted in the development of an online learning platform for remote training.

## SKILLS

Program Management   Curriculum Development   Instructional Technology   Team Leadership   Workshop Facilitation

Industry Collaboration

## EDUCATION

**Master of Education in Instructional Technology**                    2015 – 2019
University

## ACHIEVEMENTS

- Recognized for leading a successful training program that achieved a 95% student satisfaction rate.
- Increased program enrollment by 40% through effective outreach and marketing strategies.
- Secured funding for technology upgrades that enhanced training facilities.

## LANGUAGES

English   Spanish   French