



MICHAEL ANDERSON

Job Readiness Trainer

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SUMMARY

Dedicated Job Readiness Trainer with over 5 years of experience in workforce development and career coaching. Proven track record of helping individuals enhance their job readiness skills through tailored training programs and workshops. Skilled in developing curriculum that addresses the unique needs of diverse populations, including youth, veterans, and unemployed adults.

WORK EXPERIENCE

Job Readiness Trainer Career Pathways Institute

Jan 2023 - Present

- Designed and implemented job readiness workshops focusing on resume writing and interview techniques.
- Conducted one-on-one coaching sessions to help clients identify their strengths and areas for improvement.
- Collaborated with local businesses to create internship opportunities for program participants.
- Monitored and evaluated participant progress, adjusting training methods as needed.
- Utilized assessment tools to tailor programs to individual participant needs.
- Facilitated group discussions to enhance soft skills such as communication and teamwork.

Career Development Specialist Community Employment Services

Jan 2020 - Dec 2022

- Assisted clients in career exploration and job search strategies, resulting in a 40% increase in job placements.
 - Developed partnerships with local employers to identify workforce needs and skills gaps.
 - Organized job fairs that connected over 100 job seekers with potential employers.
 - Provided training on workplace etiquette and professional behavior.
 - Led group workshops on effective networking techniques.
 - Maintained detailed records of client interactions and outcomes to track program effectiveness.
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EDUCATION

Bachelor of Arts in Human Services, University of Springfield, 2015

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Curriculum Development, Career Coaching, Workshop Facilitation, Resume Writing, Interview Preparation, Client Assessment
- **Awards/Activities:** Successfully trained and placed over 300 individuals in the workforce within three years.
- **Awards/Activities:** Recognized as Employee of the Year for outstanding contributions to client success in 2020.
- **Awards/Activities:** Developed a new training module that increased participant engagement by 50%.
- **Languages:** English, Spanish, French