



MICHAEL ANDERSON

JOB READINESS TRAINER

CONTACT

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-  San Francisco, CA

SKILLS

- Adult Education
- Workshop Delivery
- Coaching
- Curriculum Design
- Community Outreach
- Employment Strategies

LANGUAGES

- English
- Spanish
- French

EDUCATION

MASTER OF EDUCATION IN ADULT LEARNING, SPRINGFIELD UNIVERSITY, 2016

ACHIEVEMENTS

- Improved job placement rates by 30% through innovative training programs.
- Recipient of the Excellence in Training Award in 2021.
- Successfully launched an online job readiness course that reached over 500 participants.

PROFILE

Results-oriented Job Readiness Trainer with a strong background in adult education and vocational training. Over 7 years of experience working with diverse groups, including displaced workers and individuals re-entering the workforce. My expertise lies in creating engaging training programs that not only teach essential job skills but also motivate participants to overcome barriers to employment.

EXPERIENCE

JOB READINESS TRAINER

Employment Solutions Group

2016 - Present

- Delivered interactive training sessions on job search strategies, resume building, and interview skills.
- Implemented assessment techniques to evaluate participant skill levels and customize training accordingly.
- Created partnerships with local businesses to facilitate employment opportunities for graduates.
- Provided ongoing mentorship and support to clients throughout their job search process.
- Utilized technology to enhance training delivery, including virtual workshops and online resources.
- Coordinated follow-up sessions to track participant progress and gather feedback for program improvement.

VOCATIONAL TRAINER

Skill Development Center

2014 - 2016

- Designed and facilitated vocational training programs for unemployed individuals, focusing on industry-specific skills.
- Developed a job readiness curriculum that improved participants' employment rates by 30%.
- Conducted workshops on effective communication and teamwork in the workplace.
- Created resource materials and guides to support client learning outside of sessions.
- Evaluated training effectiveness through participant feedback and employment outcomes.
- Organized community outreach events to raise awareness of job readiness programs.