



# MICHAEL ANDERSON

## Job Readiness Trainer

Motivated Job Readiness Trainer with a strong background in non-profit management and community service. Over 5 years of experience in designing and implementing job readiness programs for underrepresented communities. My focus is on addressing the unique challenges faced by individuals from diverse backgrounds and providing them with the tools necessary to succeed in the job market.

### CONTACT

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### EDUCATION

**Bachelor of Arts in Sociology**  
University of Community Studies  
2016

### SKILLS

- Community Engagement
- Program Development
- Cultural Competence
- Workshop Facilitation
- Outreach Strategies
- Evaluation

### LANGUAGES

- English
- Spanish
- French

### WORK EXPERIENCE

#### Job Readiness Trainer 2020-2023

##### Community Empowerment Project

- Developed job readiness programs tailored to the needs of underrepresented communities.
- Facilitated workshops on resume writing, interview skills, and workplace etiquette.
- Partnered with local organizations to provide comprehensive support services for participants.
- Evaluated training effectiveness through participant feedback and employment outcomes.
- Created a culturally relevant curriculum that resonates with diverse populations.
- Organized community events to promote job readiness resources and services.

#### Program Coordinator 2019-2020

##### Diversity in Employment Initiative

- Oversaw the implementation of job readiness programs aimed at marginalized groups.
- Managed relationships with community partners to enhance service delivery.
- Conducted outreach to increase program awareness and participant enrollment.
- Monitored and reported on program results, making adjustments as necessary.
- Organized training sessions focused on building confidence and self-efficacy.
- Facilitated discussions on overcoming barriers to employment in the community.

### ACHIEVEMENTS

- Increased participant enrollment in job readiness programs by 50% through targeted outreach.
- Awarded the Community Leadership Award in 2020 for commitment to diversity and inclusion.
- Successfully launched a mentorship program connecting participants with industry professionals.