

MICHAEL ANDERSON

Job Readiness Trainer

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Innovative Job Readiness Trainer with a focus on financial literacy and job readiness. With over 7 years of experience in training and development, I specialize in providing participants with the skills needed to navigate both job searching and personal finance management. My training programs not only cover essential job readiness skills but also integrate financial education, preparing participants for both employment and financial independence.

WORK EXPERIENCE

Job Readiness Trainer | Financial Empowerment Center

Jan 2022 – Present

- Designed and delivered integrated job readiness and financial literacy workshops.
- Facilitated interactive sessions on budgeting, saving, and managing finances during job searching.
- Provided one-on-one coaching to help participants develop personalized financial plans.
- Coordinated with local employers to provide job opportunities for graduates.
- Utilized feedback to enhance training materials and program effectiveness.
- Organized community events to raise awareness about financial literacy and job readiness.

Training Coordinator | Job Seekers Resource Center

Jul 2019 – Dec 2021

- Managed the development and implementation of job readiness programs focusing on financial skills.
- Conducted workshops on understanding paychecks, taxes, and financial planning for new employees.
- Collaborated with local businesses to secure job placements for program participants.
- Evaluated program success through participant feedback and employment statistics.
- Created resource guides on financial literacy for job seekers.
- Facilitated peer support groups to foster a sense of community among participants.

SKILLS

Job Readiness

Financial Literacy

Workshop Facilitation

Coaching

Community Engagement

Program Evaluation

EDUCATION

Bachelor of Business Administration

City University

Finance Major

ACHIEVEMENTS

- Increased participant job placement rates by 30% through integrated training programs.
- Awarded the Financial Literacy Champion Award in 2021.
- Successfully developed a financial literacy resource library for job seekers.

LANGUAGES

English

Spanish

French