



Michael ANDERSON

INSTRUCTIONAL COORDINATOR

Proactive Learning Design Specialist with a focus on higher education and adult learning. I have over 8 years of experience in developing curricula and learning materials that facilitate meaningful learning experiences for adult learners. My expertise lies in utilizing experiential learning techniques and adult learning principles to create relevant and impactful training programs.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- adult learning principles
- curriculum design
- online learning
- needs assessment
- instructional technology
- training facilitation

LANGUAGES

- English
- Spanish
- French

EDUCATION

**MASTER OF SCIENCE IN ADULT
EDUCATION, LEARNING UNIVERSITY**

ACHIEVEMENTS

- Recognized for outstanding contributions to adult education with the 'Innovative Educator Award'.
- Increased instructor satisfaction ratings by 30% through targeted professional development.
- Authored a guide on best practices for online course development adopted by multiple institutions.

WORK EXPERIENCE

INSTRUCTIONAL COORDINATOR

University of Knowledge

2020 - 2025

- Designed and implemented online courses that improved student retention rates by 15%.
- Collaborated with faculty to develop curriculum aligned with accreditation standards.
- Facilitated training sessions for instructors on best practices in online teaching.
- Utilized LMS to analyze student performance and refine course content accordingly.
- Developed resources for adult learners that support self-directed learning.
- Participated in committees to enhance the overall quality of the learning experience.

LEARNING DESIGNER

Adult Learning Center

2015 - 2020

- Created engaging instructional materials that increased course completion rates by 40%.
- Conducted needs assessments to identify learning gaps and develop targeted training solutions.
- Worked with community partners to provide training programs that meet local workforce demands.
- Utilized multimedia tools to enhance the learning experience for adult students.
- Designed assessment strategies that effectively measure learner progress.
- Presented workshops on adult learning principles to faculty and staff.