



MICHAEL ANDERSON

Senior Operations Manager

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SUMMARY

Accomplished NGO Operations Manager with over a decade of extensive experience in orchestrating large-scale humanitarian initiatives across diverse environments. Expertise lies in strategic planning, operational oversight, and stakeholder engagement, ensuring alignment with organizational objectives and compliance with regulatory frameworks. Proven ability to lead cross-functional teams, optimizing resource allocation and enhancing program delivery efficiency.

WORK EXPERIENCE

Senior Operations Manager Global Aid Network

Jan 2023 - Present

- Directed operational strategies for humanitarian projects across three continents.
- Managed budgets exceeding \$5 million, ensuring financial accountability and transparency.
- Implemented a new project management software that improved reporting efficiency by 30%.
- Established partnerships with local NGOs to enhance program outreach and effectiveness.
- Led a team of 25 professionals in executing relief operations during natural disasters.
- Conducted training sessions for staff on compliance and best practices in operations.

Program Coordinator Humanitarian Outreach

Jan 2020 - Dec 2022

- Coordinated logistics for international relief missions, ensuring timely delivery of aid.
 - Developed monitoring and evaluation frameworks to assess program impact.
 - Facilitated workshops for community leaders to enhance local engagement in initiatives.
 - Oversaw the recruitment and training of volunteers, improving team capacity.
 - Utilized data analytics to inform strategic decisions and program adjustments.
 - Collaborated with media to raise awareness and funding for ongoing projects.
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EDUCATION

Master of Arts in International Development, University of London

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Strategic Planning, Budget Management, Stakeholder Engagement, Project Management, Compliance, Data Analysis
- **Awards/Activities:** Increased program funding by 40% through successful grant proposals.
- **Awards/Activities:** Received the 'Excellence in Operations' award from the International NGO Forum.
- **Awards/Activities:** Designed and executed a community health initiative that improved access to healthcare for over 10,000 individuals.
- **Languages:** English, Spanish, French