



MICHAEL ANDERSON

DIRECTOR OF ADULT LEARNING

PROFILE

Accomplished Non-Profit Educator specializing in adult education and workforce development with over 15 years of progressive experience. Recognized for the ability to design impactful training programs that enhance employability and promote lifelong learning among diverse populations. Expertise in leveraging technology to facilitate learning and improve accessibility for adult learners. Proven success in fostering partnerships between educational institutions and local businesses to create job opportunities for graduates.

EXPERIENCE

DIRECTOR OF ADULT LEARNING

Skills for Success

2016 - Present

- Designed and implemented workforce training programs for adults.
- Increased job placement rates by 35% through tailored curriculum.
- Managed a team of 10 instructors, providing ongoing professional development.
- Utilized data analytics to track and report program effectiveness.
- Created partnerships with over 20 local businesses for internship opportunities.
- Secured funding through grants and donations, exceeding \$300,000 annually.

PROGRAM MANAGER

Community Learning Center

2014 - 2016

- Developed adult education programs focusing on literacy and numeracy.
- Facilitated workshops that improved participant engagement by 50%.
- Implemented online learning tools to enhance program accessibility.
- Led community outreach initiatives, increasing enrollment by 25%.
- Monitored participant progress and adjusted programs accordingly.
- Collaborated with local organizations to provide comprehensive support services.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- Curriculum Design
- Workforce Development
- Data Analysis
- Community Outreach
- Team Leadership
- Grant Acquisition

LANGUAGES

- English
- Spanish
- French

EDUCATION

MASTER OF ADULT EDUCATION,
UNIVERSITY OF LEARNING

ACHIEVEMENTS

- Won the Excellence in Adult Education Award in 2021.
- Increased program funding by 50% through successful grant applications.
- Published a research paper on adult learning trends in a peer-reviewed journal.