



MICHAEL ANDERSON

Online Course Coordinator

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SUMMARY

Dynamic Online Course Coordinator with over 8 years of experience in educational technology and curriculum development. Proven track record of designing engaging online courses that enhance learner experience and retention rates. Skilled in leveraging various learning management systems (LMS) and multimedia tools to create impactful educational content. Adept at collaborating with subject matter experts (SMEs) to ensure course materials are relevant and up-to-date.

WORK EXPERIENCE

Online Course Coordinator **TechEd Innovations**

Jan 2023 - Present

- Developed and implemented over 20 online courses across various subjects, resulting in a 30% increase in enrollment.
- Collaborated with a team of educators to create interactive content using Adobe Captivate and Articulate Storyline.
- Monitored course metrics and student feedback to enhance course offerings, leading to a 25% improvement in student satisfaction scores.
- Trained faculty and staff on best practices for online teaching and the use of LMS tools.
- Managed project timelines and deliverables to ensure timely course launches.
- Led a community of practice for online instructors to share resources and techniques.

Instructional Designer **Global Learning Solutions**

Jan 2020 - Dec 2022

- Designed engaging e-learning modules that improved retention rates by 40% among learners.
 - Utilized analytics tools to assess learner engagement and course efficacy, making data-driven adjustments.
 - Facilitated workshops for instructors to enhance their online teaching capabilities.
 - Created and maintained a repository of instructional materials and best practices.
 - Worked with IT to troubleshoot and resolve technical issues with the LMS.
 - Participated in curriculum review committees to align course content with industry standards.
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EDUCATION

Master of Education in Educational Technology, University of California, 2014

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Curriculum Development, E-Learning, LMS Management, Project Management, Data Analysis, Stakeholder Engagement
- **Awards/Activities:** Awarded 'Innovator of the Year' for exceptional contributions to online education.
- **Awards/Activities:** Successfully led a project that increased course completion rates by 15% over one academic year.
- **Awards/Activities:** Recognized for outstanding collaboration with faculty, achieving a 95% satisfaction rate in feedback surveys.
- **Languages:** English, Spanish, French