



MICHAEL ANDERSON

ONLINE COURSE COORDINATOR

CONTACT

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- 📍 San Francisco, CA

SKILLS

- Program Development
- Grant Writing
- Community Outreach
- Digital Literacy
- Project Coordination
- Communication

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF ARTS IN EDUCATION,
UNIVERSITY OF SOUTHERN
CALIFORNIA, 2015**

ACHIEVEMENTS

- Recognized for exemplary service in community education, receiving the 'Community Leader Award' in 2021.
- Increased course completion rates by 35% through targeted support initiatives.
- Developed a mentorship program that paired learners with industry professionals, enhancing career readiness.

PROFILE

Results-oriented Online Course Coordinator with 5 years of experience in the non-profit sector, specializing in community-focused educational programs. Strong ability to design and promote online courses that cater to diverse audiences, including underserved populations. Proven expertise in grant writing and securing funding for educational initiatives. Experienced in using various digital tools to enhance learning outcomes and engagement.

EXPERIENCE

ONLINE COURSE COORDINATOR

Learn4Life Foundation

2016 - Present

- Created a series of online courses tailored for adult learners, resulting in a 50% increase in enrollment from target demographics.
- Secured \$100,000 in grant funding to develop new educational programs for underserved communities.
- Utilized Zoom and Google Classroom to facilitate live sessions, enhancing student interaction.
- Managed marketing campaigns that increased course visibility through social media and community partnerships.
- Conducted needs assessments to inform course content and delivery methods.
- Collaborated with local organizations to promote course offerings and increase community engagement.

PROGRAM COORDINATOR

Community Education Services

2014 - 2016

- Developed and managed educational programs that served over 1,000 community members annually.
- Implemented feedback mechanisms to assess course effectiveness and improve future offerings.
- Established partnerships with local businesses to provide real-world learning opportunities for students.
- Coordinated volunteer training sessions to enhance program delivery.
- Created promotional materials to raise awareness of educational programs.
- Presented at community meetings to advocate for educational resources and funding.