



MICHAEL ANDERSON

PUBLIC ADMINISTRATION TRAINING COORDINATOR

CONTACT

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SKILLS

- program development
- participant engagement
- workshop facilitation
- evaluation metrics
- community outreach
- online learning

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF ARTS IN PUBLIC ADMINISTRATION, CITY UNIVERSITY

ACHIEVEMENTS

- Increased program satisfaction ratings by 20% year-over-year.
- Received the Trainer of the Year Award, 2021.
- Expanded training initiatives to include underserved communities, enhancing inclusivity.

PROFILE

Accomplished public administration trainer with a robust background in educational program development and execution. Expertise in engaging diverse audiences through tailored training sessions designed to enhance public sector capabilities. An exceptional communicator, adept at conveying complex information in an accessible manner, facilitating improved understanding and application among participants. Proven track record of fostering partnerships with governmental agencies to align training initiatives with strategic objectives.

EXPERIENCE

PUBLIC ADMINISTRATION TRAINING COORDINATOR

State Training Agency

2016 - Present

- Coordinated logistics for statewide training events, improving attendance by 50%.
- Developed pre and post-training evaluations to assess participant learning and retention.
- Facilitated interactive workshops that encouraged active participation and discussion.
- Collaborated with subject matter experts to ensure content relevance and accuracy.
- Utilized social media platforms to promote training opportunities and engage potential participants.
- Analyzed feedback to refine training materials and delivery methods.

PUBLIC SECTOR TRAINING SPECIALIST

Community Development Agency

2014 - 2016

- Implemented training programs that improved community engagement metrics by 35%.
- Designed online learning modules that increased accessibility for remote participants.
- Conducted workshops on public ethics and accountability, enhancing participant knowledge.
- Developed partnerships with local organizations to expand training reach.
- Utilized participant feedback to continuously improve course offerings.
- Presented training outcomes to agency boards, influencing future training agendas.