

MICHAEL ANDERSON

Career Counselor

- San Francisco, CA
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Ambitious School Academic Mentor with over 2 years of experience in career counseling and academic guidance in a high school setting. Strongly focused on helping students identify their strengths and interests to guide them toward their future careers. Proven ability to build rapport with students and provide tailored support that encourages academic and personal development.

WORK EXPERIENCE

Career Counselor | Pine Hill High School

Jan 2022 – Present

- Provided individualized career counseling to over 100 students, helping them navigate post-secondary options.
- Conducted workshops on resume writing and interview skills for students preparing for job applications.
- Utilized assessment tools to identify student interests and strengths in various career fields.
- Collaborated with local businesses to create internship opportunities for students.
- Organized career fairs that connected students with potential employers and mentors.
- Facilitated discussions on career readiness and professional development.

Academic Advisor | Cedar Grove Community College

Jul 2019 – Dec 2021

- Guided students in course selection and academic planning to align with career aspirations.
- Conducted presentations on academic success strategies for first-year students.
- Monitored student progress and provided support for academic improvement.
- Collaborated with faculty to identify students in need of additional resources.
- Assisted in the development of student support programs to enhance retention.
- Participated in community outreach to promote educational opportunities.

SKILLS

Career Counseling

Academic Advising

Student Support

Communication

Workshop Facilitation

Assessment

EDUCATION

Bachelor of Arts in Psychology

2019

College of Career Development

ACHIEVEMENTS

- Successfully guided 90% of students in securing internships and job placements after graduation.
- Awarded 'Excellence in Student Services' for outstanding dedication to student success.
- Increased student participation in career counseling workshops by 40%.

LANGUAGES

English

Spanish

French