

# MICHAEL ANDERSON

Career Development Mentor

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Proactive School Learning Mentor with a focus on career readiness and vocational training. With over 6 years of experience in guiding high school students towards their professional goals, I have developed a strong ability to connect students with resources and opportunities that support their career aspirations. I specialize in mentoring students in resume writing, interview preparation, and job search strategies.

## WORK EXPERIENCE

### Career Development Mentor | Gateway High School

Jan 2022 – Present

- Guided students in developing professional skills through workshops on resume writing and interview techniques.
- Established partnerships with local businesses to provide internship opportunities for students.
- Facilitated career fairs that connected students with potential employers.
- Monitored student progress in career readiness and provided personalized feedback.
- Created resources for students to explore various career options and pathways.
- Collaborated with teachers to integrate career readiness into the academic curriculum.

### Vocational Training Coordinator | Career Pathways Academy

Jul 2019 – Dec 2021

- Designed and implemented vocational training programs that prepared students for the workforce.
- Developed relationships with local businesses to secure training placements for students.
- Provided one-on-one mentoring to students on career exploration and job search strategies.
- Organized workshops on soft skills development to enhance student employability.
- Evaluated the effectiveness of training programs through student feedback and career outcomes.
- Advocated for student needs in meetings with school administration and community partners.

## SKILLS

career readiness

vocational training

mentoring

collaboration

workshop facilitation

resource development

## EDUCATION

### Bachelor of Science in Workforce Development

2014

State University

## ACHIEVEMENTS

- Increased student internship placements by 35% through strategic partnerships with local businesses.
- Recognized for innovative career development programs that enhanced student employability.
- Successfully implemented a mentorship program that improved student confidence in job interviews.

## LANGUAGES

English

Spanish

French