MICHAEL ANDERSON

Quality Assurance Specialist

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SUMMARY

As a dedicated Technical Education Quality Specialist, I bring over 10 years of experience in educational program development and quality assurance within the technology sector. My career began as an instructional designer, where I rapidly learned the importance of aligning educational outcomes with industry standards.

WORK EXPERIENCE

Quality Assurance Specialist TechEd Solutions
Jan 2023 - Present

- Conducted regular audits of educational programs to ensure compliance with accreditation standards.
- Developed and implemented quality assurance protocols, resulting in a 30% increase in program effectiveness.
- Collaborated with faculty to redesign course materials, enhancing student engagement by 25%.
- Utilized data analytics to assess student performance and program outcomes, leading to targeted improvements.
- Facilitated professional development workshops for educators on best practices in teaching technology.
- Led initiatives to incorporate new technologies into the curriculum, improving accessibility for diverse learners.

Instructional Designer Innovate Learning Inc.
Jan 2020 - Dec 2022

- Designed and developed online courses in collaboration with subject matter experts.
- Implemented learner-centered design principles, increasing course completion rates by 40%.
- Conducted needs assessments to identify gaps in training and educational offerings.
- Utilized LMS tools to track and analyze learner engagement and feedback.
- Created multimedia instructional materials to enhance learning experiences.
- Participated in cross-functional teams to align curriculum with industry trends and employer needs.

EDUCATION

Master of Education in Instructional Technology, University of Technology, 2015
Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Quality Assurance, Instructional Design, Data Analysis, Curriculum Development, Project Management, Communication
- **Awards/Activities:** Increased student retention rates by 15% through targeted curriculum enhancements.
- **Awards/Activities:** Received the 'Innovative Educator Award' for outstanding contributions to program development.
- **Awards/Activities:** Successfully led a team to achieve national accreditation for a technology program.
- **Languages:** English, Spanish, French