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SKILLS

- Quality Improvement
- Program Evaluation
- Adult Education
- Data Analysis
- Curriculum Development
- Stakeholder Collaboration

EDUCATION

**BACHELOR OF ARTS IN EDUCATION,
COMMUNITY COLLEGE, 2013**

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Increased learner engagement by 25% through innovative program enhancements.
- Successfully led a team to achieve reaccreditation for adult education programs.
- Recognized for outstanding contributions to adult education by local education authorities.

Michael Anderson

QUALITY IMPROVEMENT SPECIALIST

I am an experienced Technical Education Quality Specialist with over 8 years in the field of adult education and workforce development. My career began as a career counselor, where I developed a strong foundation in understanding the needs of adult learners. This experience inspired me to transition into quality assurance, where I focus on enhancing the effectiveness of educational programs.

EXPERIENCE

QUALITY IMPROVEMENT SPECIALIST

Adult Learning Center

2016 - Present

- Developed quality improvement initiatives that enhanced program delivery and effectiveness.
- Conducted regular evaluations of educational programs, resulting in a 20% increase in student success rates.
- Collaborated with instructors to create and implement engaging assessment tools.
- Utilized feedback from students and stakeholders to inform program adjustments.
- Facilitated training workshops for faculty on quality assurance practices.
- Monitored compliance with accreditation standards to maintain program viability.

CAREER COUNSELOR

Workforce Development Agency

2014 - 2016

- Assisted adult learners in identifying educational and career goals.
- Provided guidance on training programs and job placement opportunities.
- Evaluated program effectiveness through student feedback and performance metrics.
- Developed workshops to enhance job readiness skills among participants.
- Collaborated with community partners to create pathways for adult learners.
- Achieved recognition for exceptional service and support to adult learners.