

MICHAEL ANDERSON

Quality Assurance Coordinator

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I am a Technical Education Quality Specialist with over 9 years of experience specializing in quality assurance and program evaluation in the field of technical education. My professional journey began in instructional support, where I realized the importance of quality in educational delivery. This led me to focus on quality assurance, where I have developed and implemented systems that ensure educational programs meet rigorous standards.

WORK EXPERIENCE

Quality Assurance Coordinator | Technical Skills Institute

Jan 2022 – Present

- Led quality assurance initiatives that increased program compliance with accreditation standards.
- Developed evaluation tools that improved curriculum effectiveness by 30%.
- Conducted regular assessments of program delivery to identify improvement areas.
- Collaborated with faculty on curriculum revisions based on student feedback and performance metrics.
- Facilitated professional development workshops to train instructors on quality assurance practices.
- Monitored and reported on key performance indicators to stakeholders.

Instructional Support Specialist | Career Development Center

Jul 2019 – Dec 2021

- Provided instructional support to faculty in the development and implementation of course materials.
- Assisted in the evaluation of educational programs for continuous improvement.
- Collaborated with students to gather feedback on course effectiveness and engagement.
- Supported faculty in integrating technology into the classroom to enhance learning experiences.
- Conducted workshops on assessment strategies and educational best practices.
- Recognized for contributions to enhancing instructional quality at the center.

SKILLS

Quality Assurance

Program Evaluation

Data Analysis

Curriculum Development

Instructional Support

Stakeholder Engagement

EDUCATION

Bachelor of Science in Educational Leadership

2014

University of Learning

ACHIEVEMENTS

- Improved program satisfaction rates by 25% through targeted quality initiatives.
- Secured funding for program enhancements through successful grant applications.
- Recognized for outstanding service in program evaluation by the educational board.

LANGUAGES

English

Spanish

French