



MICHAEL ANDERSON

Non-Traditional Student Advisor

Motivated Virtual Education Advisor with a focus on non-traditional education pathways and over 4 years of experience in supporting adult learners. Skilled in providing guidance and resources to help students navigate online learning environments effectively. Strong background in facilitating workshops and creating educational resources that empower learners. Committed to promoting lifelong learning and helping individuals achieve personal and professional goals.

CONTACT

- (555) 234-5678
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- San Francisco, CA

EDUCATION

Bachelor of Arts in Liberal Studies

California State University
2016-2020

SKILLS

- Academic advising
- Workshop facilitation
- Online learning support
- Communication
- Resource development
- Interpersonal skills

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Non-Traditional Student Advisor

2020-2023

Open Door Education

- Provided academic advising to over 150 non-traditional students, enhancing their educational experience.
- Developed and facilitated workshops on online learning strategies and time management.
- Created resource materials to assist students in navigating online platforms.
- Maintained regular communication with students to monitor progress and provide support.
- Collaborated with faculty to ensure student needs were met within the curriculum.
- Conducted outreach programs to engage potential non-traditional students.

Workshop Facilitator

2019-2020

Lifelong Learning Center

- Facilitated workshops focused on personal development and online learning skills.
- Engaged with participants to foster a supportive learning environment.
- Developed interactive activities that enhanced participant engagement.
- Collected feedback to improve future workshops and learning experiences.
- Collaborated with other facilitators to align workshop content with learner needs.
- Tracked participant outcomes to assess the effectiveness of workshops.

ACHIEVEMENTS

- Achieved a 95% satisfaction rating from participants in workshops.
- Recognized for developing a mentorship initiative that connected students with industry professionals.
- Increased enrollment in non-traditional education programs by 25% through outreach efforts.