



MICHAEL ANDERSON

VIRTUAL PROGRAM COORDINATOR

CONTACT

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-  San Francisco, CA

SKILLS

- Community engagement
- Program design
- Budget management
- Stakeholder relations
- Virtual collaboration
- Impact evaluation

LANGUAGES

- English
- Spanish
- French

EDUCATION

**MASTER OF NONPROFIT MANAGEMENT,
NEW YORK UNIVERSITY**

ACHIEVEMENTS

- Recognized for outstanding service with the 'Community Impact Award' in 2021.
- Successfully secured \$50,000 in grant funding for new program initiatives.
- Increased program attendance rates by 75% through strategic marketing efforts.

PROFILE

Dynamic Virtual Program Coordinator with a strong background in non-profit management and community engagement. Over 7 years of experience in coordinating virtual programs aimed at enhancing community outreach and participation. I have a track record of developing engaging program content and leveraging technology to connect with diverse audiences. My expertise lies in building relationships with stakeholders, managing budgets, and ensuring compliance with organizational policies.

EXPERIENCE

VIRTUAL PROGRAM COORDINATOR

Community Connect Foundation

2016 - Present

- Designed and delivered over 15 virtual community engagement programs annually.
- Increased volunteer participation by 60% through targeted outreach and effective program marketing.
- Managed program budgets and ensured compliance with funding requirements.
- Utilized Google Meet and Trello for seamless coordination and project tracking.
- Developed partnerships with local organizations to enhance program visibility and impact.
- Conducted ongoing evaluations to measure program effectiveness and participant satisfaction.

PROGRAM COORDINATOR

Youth Leadership Institute

2014 - 2016

- Coordinated virtual leadership workshops for youth, reaching over 800 participants.
- Implemented feedback mechanisms to improve workshop content and delivery.
- Facilitated training sessions for volunteers on virtual engagement techniques.
- Streamlined participant registration processes, reducing sign-up time by 30%.
- Created promotional campaigns that increased program enrollment by 45%.
- Collaborated with community leaders to design programs that addressed local needs.