



Michael ANDERSON

VOCATIONAL ASSESSMENT SPECIALIST

Dynamic and compassionate Vocational Assessment Specialist with 8 years of experience in guiding individuals through the vocational assessment process. Expertise in identifying client strengths and developing tailored career pathways that align with their skills and interests. Skilled in utilizing both traditional and digital assessment tools to maximize client outcomes. Committed to promoting workforce diversity and inclusivity, especially for marginalized populations.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- Vocational Assessment
- Career Path Development
- Workshop Facilitation
- Client Advocacy
- Data Analysis
- Community Collaboration

LANGUAGES

- English
- Spanish
- French

EDUCATION

**MASTER OF SCIENCE IN COUNSELING,
STATE UNIVERSITY, 2015**

ACHIEVEMENTS

- Increased overall client satisfaction ratings by 20% through improved service delivery.
- Received the Innovative Practices Award for developing a new assessment methodology in 2021.
- Authored a successful grant proposal that funded vocational training programs for 100 clients.

WORK EXPERIENCE

VOCATIONAL ASSESSMENT SPECIALIST

Empowerment Works

2020 - 2025

- Administered vocational assessments to a diverse client base, achieving a 95% satisfaction rate.
- Developed and implemented individualized action plans leading to a 50% increase in job placements.
- Collaborated with community partners to create workshops focused on skill development.
- Utilized assessment results to guide clients in pursuing relevant training programs.
- Maintained comprehensive records to monitor client progress and outcomes.
- Provided training for new staff on assessment techniques and client engagement.

CAREER SERVICES ADVISOR

Workforce Inclusion Agency

2015 - 2020

- Led vocational assessment initiatives that supported over 300 clients annually.
- Designed assessment frameworks that improved alignment between client skills and job requirements.
- Organized community events to promote vocational resources and services.
- Conducted follow-up assessments to evaluate the effectiveness of career plans.
- Developed client feedback mechanisms to enhance service delivery.
- Collaborated with employers to identify emerging job trends and opportunities.