

# MICHAEL ANDERSON

Inclusive Vocational Program Coordinator

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Compassionate Vocational Program Coordinator with over 4 years of experience in providing training and support for individuals with disabilities. Skilled in developing inclusive vocational programs that cater to diverse learning needs. Strong advocate for accessibility and empowerment, with a commitment to helping individuals achieve independence through skill development. Proven ability to collaborate with community organizations and employers to create supportive pathways for job placement.

## WORK EXPERIENCE

### Inclusive Vocational Program Coordinator | Ability Works

Jan 2022 – Present

- Developed customized vocational training programs for individuals with disabilities.
- Collaborated with employers to create job opportunities for program participants.
- Conducted assessments to identify individual strengths and skill gaps.
- Facilitated workshops on workplace readiness and life skills.
- Monitored participant progress and provided ongoing support and encouragement.
- Engaged with families to promote understanding and support of vocational goals.

### Job Coach | Community Support Services

Jul 2019 – Dec 2021

- Assisted individuals with disabilities in developing job readiness skills.
- Provided on-site job coaching and support to enhance employee performance.
- Collaborated with employers to create inclusive work environments.
- Conducted training sessions on workplace expectations and communication skills.
- Evaluated job placements and provided feedback to participants and employers.
- Organized community events to raise awareness about disability inclusion.

## SKILLS

Disability Advocacy

Program Development

Job Placement

Workshop Facilitation

Assessment

Community Collaboration

## EDUCATION

### Bachelor of Arts in Special Education

2015 – 2019

Inclusive University

## ACHIEVEMENTS

- Increased participant employment rates by 35% through tailored job coaching.
- Received 'Champion of Inclusion' award from the Disability Advocacy Network in 2021.
- Successfully organized a community job fair focused on disability inclusion.

## LANGUAGES

English

Spanish

French