



# MICHAEL ANDERSON

## CORPORATE WRITING CONSULTANT

### CONTACT

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### SKILLS

- corporate communication
- training development
- professional writing
- assessment strategies
- stakeholder engagement
- style guide creation

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**BACHELOR OF ARTS IN ENGLISH,  
UNIVERSITY OF MICHIGAN, 2008**

### ACHIEVEMENTS

- Increased employee writing proficiency scores by 50% within six months of training.
- Published a guide on effective business writing that received widespread acclaim.
- Recognized as a top trainer in corporate communications by industry peers.

### PROFILE

Renowned writing coach specializing in corporate communication and professional writing. With over 15 years of experience, this expert is adept at transforming complex ideas into clear, concise, and impactful written content. Proven ability to develop bespoke training programs tailored to the unique needs of organizations, enhancing employee writing skills across various levels of seniority.

### EXPERIENCE

#### CORPORATE WRITING CONSULTANT

##### Global Solutions Inc.

*2016 - Present*

- Developed and delivered customized writing workshops for over 500 employees across multiple departments.
- Conducted writing assessments resulting in tailored feedback and improvement plans for individuals.
- Created an internal style guide that standardized writing practices across the organization.
- Facilitated training sessions on report writing and executive summaries.
- Collaborated with leadership to enhance communication strategies that improved stakeholder engagement.
- Monitored and evaluated training effectiveness, achieving a 95% approval rating from participants.

#### SENIOR WRITING INSTRUCTOR

##### Business Academy

*2014 - 2016*

- Taught professional writing courses focusing on business proposals and marketing materials.
- Implemented innovative assessment techniques to evaluate student writing skills.
- Provided mentorship to students seeking to enhance their writing portfolios.
- Organized industry guest speaker events to broaden students' understanding of professional writing.
- Facilitated peer review sessions that fostered collaborative learning and constructive feedback.
- Developed online resources and materials to support remote learning initiatives.