



MICHAEL ANDERSON

PROGRAM MANAGER

PROFILE

Innovative Youth Employability Specialist with a robust background in workforce development, focusing on equipping young adults with essential skills for successful career trajectories. Expertise in designing impactful training modules that address the specific needs of diverse youth populations. Proficient in utilizing technology to enhance learning experiences and facilitate virtual training sessions.

EXPERIENCE

PROGRAM MANAGER

Future Leaders Program

2016 - Present

- Developed and managed employability programs focusing on underserved youth demographics.
- Implemented digital platforms for remote training and resource sharing.
- Collaborated with employers to create tailored internship placements.
- Facilitated training sessions on soft skills and workplace readiness.
- Tracked participant engagement and success metrics to refine program offerings.
- Advocated for youth employment policies within community forums.

EMPLOYMENT SKILLS TRAINER

National Youth Service

2014 - 2016

- Designed and implemented workshops aimed at enhancing job search strategies.
- Delivered training on resume development and interview preparation.
- Utilized assessment tools to evaluate participant readiness for employment.
- Engaged with local businesses to promote youth employment initiatives.
- Organized career exploration events to broaden participant horizons.
- Created follow-up support systems for program graduates.

CONTACT

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SKILLS

- Workforce Development
- Training Design
- Relationship Management
- Digital Learning
- Program Evaluation
- Policy Advocacy

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF ARTS IN SOCIOLOGY,
UNIVERSITY OF TEXAS, 2015**

ACHIEVEMENTS

- Achieved a 30% increase in participant job placements within the first year.
- Recognized for excellence in program innovation by a national youth organization.
- Successfully secured funding for a new youth mentorship initiative.