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## EDUCATION

**Pre-Doctoral Student: Educational Psychology, Human Development & Family Science** **Exp. Fall 2019**  
*University of North Texas*

**Master of Science: Higher Education, Student Development and Affairs** **June 2014**  
*Drexel University*  
*Thesis: Impact of Engagement and Programming on Second Year Retention*  
*Special Award: Graduate Honors Award for Academic Excellence*

**Bachelor of Science: Physiology & Neuroscience** **September 2010**  
*University of California, San Diego*  
*Special Award: Thurgood Marshall College Dean of Student Affairs Service Award*

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## PROFESSIONAL EXPERIENCE

**Faculty & Staff Development Coordinator, Career Connect** **Jan 2017 - Present**  
*University of North Texas*  
*Denton, TX*

- Develop and deliver training to staff, faculty, and students regarding e-Portfolio pedagogy.
- Provide program development and support to staff and faculty to develop and integrate e-Portfolio practices and transformative learning experiences into already developed curricula and co-curricular programs.
- Provide program tracking and related support structures for Career Connect, the university's re-accreditation quality enhancement plan.
- Collaborate with Connect team in areas of assessment, e-Portfolio development, and experiential learning opportunities.

**Associate Director of the Learning Center** **Oct 2014 – Jan 2017**  
*University of North Texas*  
*Denton, TX*

- Conduct ongoing program review and assessment in order to continue the effective development of strategies and pedagogies that will ensure a strong alignment of services to supporting student learning and persistence.
- Coordinate and manage department wide program assessment efforts and the development of streamlined materials and processes.
- Cultivate relationships with all faculty departments and collaborate with campus partners to better reach and serve students; this has included the launch of a successful "Don't Cancel that Class" initiative.
- Manage special projects including accreditation review assessments, data management, and more.
- Indirectly supervise 200+ student leaders and volunteers.
- Oversee appropriate usage of budget allocations totaling approximately \$250,000 annually.
- Direct and manage marketing efforts, including but not limited to web, social media, and print materials.

**Assistant Coordinator, Math & Science Tutorial Program** **Apr 2012 – Sep 2014**  
*University of California, San Diego*  
*La Jolla, CA*

- Lecturer and managed curriculum updates for a four-unit Education Studies, Topics in Science course.
- Taught practicum course to train and develop students as workshop tutors and facilitators.
- Led efforts for the entire office to draft and revise assessments with a renewed focus on learning outcomes and a combination of both direct and indirect assessments.
- Coordinated approximately 15 academic support workshops each quarter and managed approximately 20 student staff ultimately serving nearly 3,000 students each year.
- Assisted with the coordination and implementation of focused outreach efforts to engage historically underrepresented students in academic support services.
- Served on campus-wide committee to develop a mandatory first year transition course.

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**Student Activities Assistant**

**Sep 2011 – Apr 2012**

*Skyline College  
San Bruno, CA*

- Recognized needs of a commuter community college population to effectively develop opportunities and offer services for social, cultural, and academic student engagement.
- Advised the Associated Students of Skyline College and the Skyline Organization and Club Council (approx. 30 organizations).
- Created a learning outcomes based event calendar and facilitated event execution.
- Obtained ASIST (Applied Suicide Intervention Skills Training) Certification.

**Program Assistant, Thurgood Marshall College**

**Apr 2010 – Sep 2011**

*University of California, San Diego  
La Jolla, CA*

- Logistically coordinated Family and Student Orientation programs with regards to resources, student-staff support, check in, schedule, and campus collaborations.
- Assisted with the coordination of college-wide events such as Senior Scholar & Citizen Banquet, Summer Bridge College Night, Welcome Week, and Family Day.
- Managed collaborative publicity efforts to include website maintenance, TMC Handbook, Student Life publications, and event specific promotional fliers.
- Served as a representative to various campus committees to include planning of Family Weekend, creation of a Prospective/New Student Website, and others as assigned.

**Resident Advisor, Thurgood Marshall College**

**Apr 2007-Jun 2009; May-Sep 2010**

*University of California, San Diego  
La Jolla, CA*

- Coordinated small and large scale programs for residents with clearly outlined goals at different levels from small logistic assignments to overall coordination of all involved staff.
- Acted as a liaison for the residential life staff to committees and provided updates at weekly staff meetings: Dimensions of Culture Liaison 2007-08; OceanView Terrace Programming Committee 2008-09.
- Served in an on-call capacity to address immediate resident concerns and manage emergency situations.

**Summer Dean's Intern**

**Jun-Oct 2009**

*University of California, San Diego  
La Jolla, CA*

- Coordinated a series of 12 events from start to finish with a focus on budgets, publicity and logistics ultimately creating a diverse array of events with varying size and impact.
- Initiated donation requests to fund and provide raffle prizes for all events, successfully collecting donations from more than 25 local businesses.
- Conducted program evaluations at the conclusion of every event to track success and identify areas for improvement with similar events in the future.

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**PRESENTATIONS**

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Training Developer and Speaker: M. Naik. "Inquiry and Perspectives in Matters of Faith and Ethical Living." 2017-2018 Teacher Educator Program Session 1, Houston, TX. June 2017.

Presenter: M. Naik, A. Wear "Connect Year 1: What We Know and What We Don't." 7<sup>th</sup> Annual Student Portraits Symposium, Denton, TX. May 2017.

Presenter: M. Naik, S. Williamson "Self Contextualizing Learning Through a University E-Portfolio." 12<sup>th</sup> Annual Developmental Education Regional Forum, Dallas, TX. April 2017.

Presenter: M. Naik, "Re-Defining Assessment Culture: Narratives." 2016 International College Reading & Learning Association, Louisville, KY. November 2016.

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Closing Panelist Speaker: M. Naik, "Administrator Panel." 2016 Student Portraits: Higher Education Crossroads, Denton, TX. August 2016.

Training Developer and Speaker: M. Naik, "Head of Instruction and Instructional Coaching." National Management Training, Houston, TX. August 2016.

Training Organizer and Speaker: M. Naik, "Leadership 101." Fourth Annual Ismaili Student Network National Meeting, Manhattan, NY. September 2015.

Invited Session Speaker: M. Naik, R. Banani. "Active Communication." Congresswoman Eddie Bernice Johnson's Ninth Annual Youth Summit & Diversity Dialogue, Dallas, TX. August 2015.

Presenter: M. Naik, A. Ali, "Lesson Planning with Outcomes in Mind." National Management and Teacher Educator Training, Houston, TX. August 2015.

Presenter: M. Naik, "The Mentorship Effect." North-East Mentor Training, Edison, NJ & Richmond, VA, October 2014.

Training Organizer and Speaker: M. Naik, "Goal Setting and Strategic Planning." Third Annual Ismaili Student Network National Meeting, Manhattan, NY. September 2014.

Presenter: M. Naik, S. Sultan, "The Mentorship Effect." National Management Training, Houston, TX. August 2014.

Training Organizer and Speaker: M. Naik, "Leadership 101." Second Annual Ismaili Student Network National Meeting, Manhattan, NY. September 2013.

Training Organizer and Speaker: M. Naik, "Leadership 101 and Management Strategies." First Annual Ismaili Student Network National Meeting, Manhattan, NY. October 2012.

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## **VOLUNTEER & LEADERSHIP EXPERIENCE**

**Diamond Jubilee National Task Force for International Programs Content Lead** **Mar 2017 - Present**  
*Council for the USA*

- Serve as content steward and implementation lead for a variety of International Programs traveling the United States in celebration of His Highness the Aga Khan's Diamond Jubilee. Programs include: Rays of Light, International Concert Series, and AKDN Ethics in Action Exhibition.

**National Teacher Educator Program Faculty** **Mar 2017 - Present**  
*Ismaili Tariqah and Religious Education Board; USA*

- Serve as faculty with a team of Teacher Educators to train and develop a cohort of 22 incoming teacher educators for the primary religious education context on behalf of ITREB USA.
- Spearheading content overhaul and paradigm shift in understanding education and the needs of today's youth.

**Content and Learning Team Member** **Aug 2015 - Present**  
*Communications & Publications; Central USA*

- Develop content and serve as facilitator for sessions around contemporary topics as they relate to the Ismaili Community within the United States.

**National Teacher Educator** **May 2014 - Present**  
*Ismaili Tariqah and Religious Education Board; USA*

- Serve as a national and local resource for religious education teachers, offering workshops for ongoing development, and leading trainings for new teachers to prepare them for classroom instruction.

**National Project Manager, Teaching Quality Team** **Jun 2013- Jul 2016**  
*Ismaili Tariqah and Religious Education Board; USA*

- Manage national initiatives related to the ongoing improvement of instructional quality in religious education classrooms across the country with 8 volunteer team members.
- Developed new training for all new heads of instructions around instructional coaching and empowerment. Training was conducted for leadership of 25 education centers across the nation.

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- As Webinar Logistics lead (Jul 2013-Oct 2014), collaborated with content lead to coordinate efforts to recruit speakers and deliver 5 web-based professional development trainings to 300+ volunteer teachers and management team members across the country.

**Lead Head of Instruction**

**Jul 2015 – Jul 2016**

*Teleconference Religious Education Center; USA*

- Manage a team of 3 Heads of Instruction to ensure instructional quality over 22 virtual classrooms nationwide for students in third through twelfth grade.

**National Content Development Lead**

**Apr 2012 – Oct 2015**

*Ismaili Student Network (Formerly, College Connectivity); USA*

- Served as a subject matter expert for the college demographic, developing and promoting initiatives that would increase connection and engagement for students during their college career.

**Vice Principal**

**Jun 2013 – Jun 2014**

*San Diego Religious Education Center; CA*

- Managed all operational and logistical needs of the religious education center including supply needs, data tracking, teacher recruitment and retention, and the ongoing engagement of parents and families in the education of their children.

**Community Advisor, Alternative Spring Breaks**

**Oct 2013 – Jun 2014**

*University of California, San Diego; CA*

- Served as an advisor for a group of 12 students to complete service work in Tennessee, raising awareness about struggles of the Southern Band of the Cherokee Nation and improving sustainability of the National Park service in the Tennessee area.

**Primary/Secondary Teacher**

**Sep 2008 – Jun 2013**

*San Diego Religious Education Center; CA*

- Developed lesson plans and taught weekly classes using differentiated pedagogy with provided curriculum to engage and encourage participation of students across a variety of grades.

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**AFFILIATIONS**

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American College Personnel Association (ACPA), Member

College Reading and Learning Association (CRLA), Member

National Association of Student Personnel Administrators (NASPA), Member

Texas Association of College and University Student Personnel Administrators (TACUSPA), Member