

Jawaad Khan

954.707.3491 – jawaadahmadkhan@gmail.com

Profile

Reliable, resourceful, and versatile Business & Media Manager with over 10 years of experience developing media, products & campaigns to drive growth, consulting with B2B & B2C clients, and managing cross-functional teams to improve efficiencies and cut costs. Expertise in video production, screenwriting, communication, sales, marketing, data-driven decision-making, coaching, and management.

Education

MBA, Business Analytics
2024—University of North Texas

B.Sc., Communication, Motion Pictures,
Marketing (Minor)
2015—University of Miami

Certifications

Professional Scrum Master™ I
2022—Scrum.org

Project+ Certification
2022—CompTIA

Skills

Video Production, Marketing, Business Development, Operations Management, Data Analytics, SQL, Data Visualization (Tableau), Project Management, Leadership, Public Speaking, Consulting, Sales, Written & Verbal Communication, Google Suite, Microsoft Office

Links

[linkedin.com/in/jawaadahmadkhan/](https://www.linkedin.com/in/jawaadahmadkhan/)
jawaadkhan.com

Publications

2023—Author, *No Old Ladies in Jannah: Short Stories*

Work Experience

Operations Manager Muslim Legal Fund of America | Mar '23 - Present

- Improve efficiencies across 9 departments following a recent merger bringing two major consultant areas in-house to cut costs and drive sustainability
- Standardize processes in day-to-day functioning to drive efficiency and reduce risk around financial documentation and compliance
- Partner with CEO and executive team in developing and managing annual budget
- Automate employee performance reporting and ensure work duties are in compliance with organizational policies
- Create training plans for staff onboarding in various areas and assist with both recruitment and termination processes

Business Development Manager LaunchGood | Apr '20 – Mar '23

- Created world-class customer experience for 100+ clients consulting on varied fundraising projects directly yielding over \$3.7M in client revenue at Software-As-A-Service (SAAS) company for a crowdfunding product
- Spearheaded new initiatives with cross-functional teams for over 10 experiments resulting in two initiatives adopted yielding \$8.6M in client revenue over one year
- Built and managed relationships with clients and partners to ensure customer success. Led strategic product development initiatives to drive company growth, which overall grew from \$108M in client revenue to \$388M over 3 years
- Led data tracking of OKRs (Objectives & Key Results) and CRM (Customer Relationship Management) software adoption for global business development team
- Directed fellowship program training 10 fellows in effective customer relationship management, leading campaigns, and research needs around operations, marketing, and development

Project Manager AQL Online, Inc. | May '15 - Jan '22

- Managed marketing, content production, and product development projects to realize the company vision and grow users and revenue of products, later transitioning to an ongoing consultant role (over 150 hours of content produced)
- Developed subscription-based online learning platform for religious education (Quran Revolution) in partnership with nonprofit institute (AlMaghrib) yielding 1,000 students within the first year of launch, now grown to over 8,000 students
- Partnered with major telecommunications company and international charity for production collaboration creating and streamlining processes yielding over 80 hours of livestream and recorded content

Teacher, Islamic Studies & P.E. Alazhar School | Oct '19 - Jul '20

Educated grades K-8 in physical education and grades 7-8 in Islamic studies, developing curricula and providing in-classroom instruction as well as successfully transitioning to online education (due to Covid restraints).

Jawaad Khan

954.707.3491 – jawaadahmadkhan@gmail.com

Program Coordinator South FL Muslim Federation | Oct '18 - Apr '19

- Strategic development and execution of projects and programs for nonprofit coalition of over 30 mosques and Muslim organizations
- Managed communication with board of directors and executive team to keep them informed on ongoing projects and getting feedback resulting in execution of 12 initiatives aligned with organization's vision
- Created a centralized database of over 400 locally-owned businesses and establishments as part of a community reinvestment project

Project Manager, R&D Pure Path Productions | Mar '18 - Jun '18

Led strategic research and development of a major broadcast media product; contract producer for commercial clients (from script development to casting, production, post-production, and delivery).

Board Member Youth Coalition of South FL | Jun '17 - Mar '18

Developed educational and social programs for Muslim youth. Personally developed & taught leadership workshops and Islamic studies classes, including a Conviction Circle.

Video Production Specialist 5801 Productions | Jan '15 - Sept '18

Developed, filmed, and edited marketing videos for commercial clients. Shot and edited cinematic wedding films. Promoted from Post-Production Intern to Editor within 4 months. Continued working with company as freelance videographer & video editor for cinematic wedding films.

Editor, Board Member Muslim Youth Musings | Sept '09 - Present

Literary editor and writer for Muslim literature online magazine publishing over 300 pieces from over 100 international writers. Recently named Secretary of the Board for registered nonprofit focused on training, empowering, and publishing young Muslim writers.