

Wafaa Saeed

Hilliard, OH

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Professional Summary

I am an experienced educational leader, fluent English & Arabic speaker with a passion for Islamic education. My career objective is to promote Islamic education excellence through the development and coordination of Islamic programming in Islamic organizations. My graduate work focused on enriching academics through the integration of Islamic Principles to provide quality instruction and foster a positive school culture and learning environment.. One of my main objectives is to inspire my community members to instill the values and virtues of the ideal Muslim, and organically instill those values in our youth. My ultimate objective is to create educational programming for institutions that fosters positive culture and purposeful partnerships within greater society, focused on meaningful engagement and investing in giving back to their communities.

Education

- M.Ed. in Educational Administration and Leadership GPA 3.97 - Honors Cleveland State University - August 2019
- Foundational Islamic Sciences Graduate at Qalam Seminary - June 2023
- B. A. in Communication GPA 3.44 - Cum Laude Cleveland State University - May 2014

Relevant Work Experience

- Founder Al Hikmah Academy- Dec. 2020
- Board Member of Almadina Academy Aug 22- currently
 - Principal Supervisor & Board Liaison
 - Head of HR committee
- General Manager/ Education Director at Jannah Institute July-Aug 2020 – Manage teacher/employee schedule and payroll
 - Interview, hire, train new staff
 - Set up registration, enrollment, & financial aid for new and returning students
 - created website content for website designer
 - monitor and manage online classes and teachers
- Islamic Center of Cleveland – Youth/Women Educational Coordinator Parma, Ohio 2011-Present – Coordinates Sister’s Seminars with nationally renowned professionals
 - Created a Sister’s Book Club focused on intellectual engagement and spiritual growth
 - Presented at a Career Fair for Muslim Young Professionals “Education in Islam”
- Islamic Center of Cleveland – Assistant Outreach Coordinator Parma, Ohio 2011-2012 • A Continuous Charity Cleveland Chapter Secretary Cleveland, Ohio 2015-2017 – Coordinated fundraising events
 - Participated in the review process of applicants
 - Led an interfaith program for high school student in partnership with the InterAct Cleveland
 - Coordinated community engagement events

- Presented programs at various high schools in collaboration with the social studies and history department
 - Led tours and site visitations at the Islamic Center of Cleveland
- Al Ihsan School of Excellence – Teacher, Religious Studies Parma, Ohio 2019-Feb 2020 – Coordinated community engagement project with local nursing home 8th-12th
 - Developed religious studies curriculum for grades 6th– 12th
 - Created action plan for foreign language curriculum for grades K – 5th
 - Coordinated and served as Judge in interscholastic competitions with other schools
- Sunrise Academy – M.Ed. Practicum & Internship Hilliard, Ohio 2018-2019 – Led a school wide community engagement project focused on integrating Islamic Principles into academics, student identity empowerment, and promoting diversity
 - Initiated a partnership between the school and Hilliard City Parks and Recreations
 - Conducted staff professional development training for the teachers
 - Interviewed parents of perspective incoming students and perspective staff
- Al Ihsan School of Excellence – Teacher, Religious Studies Parma, Ohio 2011-2014
- Georgia State University – Technology Center Student Assistant Atlanta, Georgia 2008-2009

Certifications

- Master’s Degree in Educational Administration and Leadership, CSU 2019
- Certified Teacher in TESOL, TESL, TEFL 2013 Oxford Seminars, Cleveland, OH 2013

Awards and Accomplishments

- Cleveland State University Dean’s List - 2014
- Cleveland State University Honors Graduate (Cum Laude) - 2014
- Islamic Center of Cleveland Volunteer Appreciation - 2014
- Winner of the Windows Art Walk, People’s Choice Award - 2013
- Islamic Art Show Coordinator, Islamic Center of Cleveland - 2011