

NIHA SHEIKH

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EXPERIENCE

Onboarding Coordinator

EPIC Preparatory Schools

May 2023 - May 2024

- Prepared new hire paperwork for orientation and onboarding
- Assisted in the recruitment process by scheduling interviews and coordinating candidate communication
- Implementation 30+ PD sessions and workshops for new hire orientation
- Managed the intern-program, including onboarding, training, and oversight
- Delivered 30+ in-person and virtual facilitation of module/program training using Powerpoint for all district staff
- Coordinated pre-employment screenings such as resume reviews, interview scheduling, reference checks, employee verification and other pre-hire logistics

Curriculum Implementation Specialist (Project)

Qalam Collegiate Academy

May 2023 - Aug 2023

- Developed and implemented curriculum for Pre-Algebra, Algebra, and Geometry, aligning with Texas Standards to ensure educational requirements were met
- Recorded 400+ video lessons, creating a digital library of lessons intended for students who are absent
- Provided 15+ professional development trainings using Powerpoint for teachers, including math-specific sessions
- Introduced and trained staff and students on the implementation of STEMscopes curriculum
- Participated in defining multi-year learning sequences for teachers and administrators at the school and district levels, both synchronously and on demand

Honors Math Instructor

Qalam Collegiate Academy

Aug 2022 - May 2023

- Instructed and facilitated honors math courses for 6th-grade students through honors geometry for 90+ students.
- Recorded and uploaded 600+ instructional videos of lessons for student use
- Developed 20+ project ideas for the school curricula for 6th math through geometry
- Created mnemonics and content stories during review for each unit to make math more digestible and easy to remember for students

Math Coach

- Group tutoring for on-level and advanced 5th, 6th, 7th, Pre-Algebra, Algebra math

Aug 2013 - Aug 2022

EDUCATION

University of Texas at Austin – Austin, TX

Bachelor of Arts in Psychology

GPA: 3.5

University of Texas at Austin – Austin, TX

Bachelor of Science in Education

GPA: 3.5

VOLUNTEER EXPERIENCE

Professional Development Coaching - Seniors in High School, Dallas, TX

January 2023 - April 2023

- Conducted a 15-week course for seniors in High School to prepare them for college
 - Developed workshops in the following: resume building, professional email correspondence, work etiquette, mock-interviews, phone etiquette, workplace attire, interview skills, internship opportunities, etc.

President - Nueces Mosque, Austin, TX

May 2020 - May 2021

- Conducted and organized events for 600+ members of the community x3 a week
- Responsible for financial decisions for recurring income as well as \$1,000,000+ existing funds for reconstruction

SKILLS AND INTERESTS

Skills: ATS, Slack, STEMscopes, Sycamore, IXL, Savvas, Khan Academy, G Suite, Microsoft 365 (Powerpoint, Excel, Word, Sheets), Blackbaud CRM, LMS, Canvas, Blackboard, Salesforce