Nida Khan

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Summary:

INSTRUCTIONAL DESIGNER/FACILITATOR*: CURRICULUM DESIGN, TRAINING, DIGITAL AND INSTRUCTIONAL SYSTEMS MANAGEMENT

- A problem solver who has a helpful attitude and an ability to recognize conflict as a prerequisite to a solution
- A project manager with abilities like shared vision, empathy, competence, enthusiasm, effective communication, and to work under pressure
- An organizer with a natural curiosity that results in continually finding better, simpler, and more effective ways to build competition-crushing eLearning courses

Software Skills:

Microsoft Office 365, Articulate Rise 360, G-Suite, Adobe Acrobat, Adobe Photoshop, Adobe Illustrator, Adobe Premiere, Captivate, Camtasia, Canvas,

Education:

- **Master of Education (Learning Sciences), The University of Oklahoma (Dec 2022)**
    - Designed multiple instructional and training projects by using Learning Management Systems e.g. Canvas, Moodle, Seesaw, Google Classroom, and productivity and design software e.g. Microsoft Office 365, Adobe Photoshop, Adobe Illustrator, Adobe Premiere, and more
- **Diploma in TEFL (Teaching English as a Foreign Language), Allama Iqbal Open University (Dec 2016)**
    - Fulfilled individual research projects related to the impact of 1st and 2nd languages on learning
    - Conducted more than 5 surveys to evaluate how a second language affects young ones and how to improve its effectiveness in children
- **Master of English Language and Literature, University of the Punjab (Aug 2007)**
    - Collaborated in group research projects related to bilingualism, cross-cultural study, and world literature

Work Experience:

Instructional Designer for Family Engagement (Remote) (July 2023 – Present)
Partners for Rural Impact
A non-profit organization focused on accelerating educational outcomes in rural places from cradle to career

- Utilize current ICTs to build families' capacity to be actively involved in their child's education from cradle to career
- Conduct place-based needs assessments on learners and contexts to assess learning needs and track progress
- Use research-based and test instructional design theories, practices and methods to develop curricula by collaborating with school districts and key partners that ensure that all rural students succeed
- Implement instructional programs, create content and assessment tools and utilize company's preferred LMS 'Mighty Network' to create, administer, and analyze the effectiveness of online and in-person learning materials and experiences.
- Pursue the goal to collaborate with schools and key grant partners, Local Education Agencies (LEA's), State Education Agencies (SEA's), and Community Based Organizations to design learning experiences that remove barriers and increase upward mobility utilizing both synchronous and asynchronous methods.
- Design presentations, one pagers, flyers and infographics for Statewide Family Engagement Centre grants both in New Hampshire and Arkansas, CIRCLE teams, and community partners

Academic Instructor and Course Designer (Remote) (Aug 2020 – Present)
Government of the Punjab
The institute provides education to students at the intermediate, bachelor's, and master's degree levels.

- Designed engaging learning activities that aligned with the set objectives for 5 core courses
- Collaborated with subject matter experts and colleagues to plan, design, develop, and implement teacher training workshops for remote learning and teaching strategies
- Designed creative, innovative, and evidence-based approaches to promote online literacy using several LMS and advanced online literacy tools
- Analyzed and evaluated the designs through surveys, questionnaires, observations, metrics, and assessment tools; 97% of participants benefitted from the teacher training workshops
- Key achievements: promoted to Assistant Professor after 5 years of supervising research for over 400 students

Digital and Instructional Systems Management LMS Intern (Sep 2022 – Dec 2022)
Norman Public Schools
A public school district serving parts of Norman, Oklahoma offering job shadowing internships to students.
- Observed teaching methodology, content material, incorporation of advanced tools, pedagogical skills, and student communication for a training needs assessment
- Completed research, compiled data, attended Cricut Workshop and assisted in timely reporting regarding Guided Inquiry Design, Coding, Seesaw, and day-to-day task
- Key achievements: designed and developed 5 surveys for a Teacher Training Workshop to integrate coding into the Elementary School curriculum, using Microsoft Excel and Google Forms

Learning Program Assistant (Graduate Research) (Jan 2022 – May 2022)
The University of Oklahoma
Research Assistant program at The University of Oklahoma
- Managed a learning environment and streamlined communications using Google drive folders
- Analyzed several effective grouping strategies, reviewed more than 25 literature resources for faculty resistance in writing and peer support using Oklahoma University Library, Google Scholar, ERIC, ProQuest, PsycINFO, and SpringerLink and maintained detailed documentation of research results
- Key achievements: developed 3 surveys through Google Forms to collect information; implemented automated reminders

Project Member (Graduate Student) (Sep 2022 – Dec 2022)
The University of Oklahoma (Master of Education)
Training New Hires about Problem-based Learning
- Designed, developed, and conducted a 6-day training workshop for 12 new hires (using LMS tools such as Canvas, Seesaw, Share Point, Microsoft Teams, Moodle, and Google Classroom for training)
- Achieved 95% training effectiveness using comprehensive post-training evaluation methodology

Project Member (Graduate Student) (Jan 2022 – May 2022)
The University of Oklahoma (Master of Education)
Training Video Production
- Created a 3-min story with Premiere and iMovie to spread awareness about deficit ideology (preview the sample video https://studio.youtube.com/video/8jMGT1y6gS8/edit)

Project Member (Graduate Student) (Aug 2021 – Dec 2021)
The University of Oklahoma (Master of Education)
Training New Hires about Problem Solving Skills
- Designed, developed, and conducted training workshop and evaluated the program
- Achieved 87% training effectiveness based on a post-training survey

Certifications:

- Strive Together: Certificate of Participation (2023)
- International Institue for Restorative Practices: Certificate of Participation (2023)
- Articulate Storyline: Essential Training (2023)
- Learning Articulate Rise (2023)
- Camtasia Essential Training: Advanced Techniques (2023)
- Foundations of Learning Management Systems (2023)
- Collaborating with Microsoft 365 (2023)
- GIFT Teacher Training Workshop (2012)

Links:

Note for the hiring manager: This resume has been submitted in MS word file (.doc), and the format simplified with the purpose of meeting Applicant Tracking System compatibility

- https://sites.create.ou.edu/nidakhan/
- www.linkedin.com/in/nida-k

Languages:
- English (Advanced)
- Urdu (Advanced)
- Punjabi (Advanced)