

AMBER NAVEED

EDUCATIONIST | HR PROFESSIONAL | LEADERSHIP TRAINER

CONTACT

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PROFILE SUMMARY

With over 25 years in academic management, faculty development, student affairs, and leadership training, I help drive institutional growth, implement strategic educational programs, and foster industry-academic linkages. I am currently focusing on girl-child education as director of Strategic Partnerships at the nonprofit Sunbeams School System.

EDUCATION

2008 - 2009

PRESTON UNIVERSITY

- Master of Business Administration; Human Resources - GPA 3.4

1989 - 1993

PUNJAB UNIVERSITY

- Bachelor of Science in Home Economics and Management Sciences - 3.0

SKILLS

- Educational Leadership
- Curriculum Development
- Faculty Training
- Student Engagement
- Strategic and Agile HR
- Partnerships
- Talent Development
- Problem Solving

LANGUAGES

- English: Fluent
- Urdu: Fluent
- Punjabi: Basics
- Hindi: Intermediate

WORK EXPERIENCE

University of Bolton

2024 -PRESENT

Director Academics and Campus Affairs

- Ensured curriculum development and alignment with national and international academic standards, which contributed to an increase in graduate employability.
- Supervised student services, campus operations, and co-curricular programming, enhancing student engagement and retention rates by 12%.
- Led quality assurance, institutional audits, and accreditation processes, reducing compliance issues.
- Fostered partnerships with industry and academia that led to the launch of 20 new internship programs and 10 industry-led workshops and seminars.
- Designed and implemented professional development initiatives for faculty, resulting in a 25% increase in teaching effectiveness.
- Managed campus events, academic calendars, and crisis response plans, ensuring zero major disruptions during academic years

The Millennium Universal College (TMUC)

Head of Institute & Lead School of Education 2022 - 2024

- Increased faculty satisfaction rates by 30% and managed a faculty of 100 educators and a student body of 2,000.
- launch School of Education optimized academic operations, student engagement and improved faculty retention by 30% through structured training programs.

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AWARDS

- Leadership Award, Education 2.0, Dubai (2022)
- Futuristic Education Award, Dubai (2022)
- Innovative Educator as a Change Maker Award, KITE (2021)

CERTIFICATION

- Leadership & Education Management, University of Hertfordshire (2023)
- Mental Health & Trauma Counseling, John Maxwell USA (2022)
- Building Blocks of Human Resources, Lahore University of Management Sciences (LUMS 2019)
- leadership Strategy, IOE London (2013)
- International Baccalaureate (IB MYP) Certification, CAT-1 (2016)
- Global Leadership Training, Valparaiso University, USA (2011)
- Cambridge International Certification for Teachers & Trainers (CITT) (2012)
- Montessori Diploma & Early Childhood Education (2002)

The International Leadership Training Institute

HR Consultant, Corporate Trainer 2021 - PRESENT

- Designed HR policies and training modules that resulted in a 20% efficiency increase in HR operations.
- Led CHRP certification train and mentored 200 HR professionals. leadership roles via one-on-one counselling, keynote speeches.

Kids U, Fueling Brains

Project Head – Early Years Education 2021 - 2022

- Managed 9 campuses across U.S. and Canada and designed early years programs curriculum that ensured academic and operational efficiency.
- Increased student satisfaction by 15% with coaching and developed a faculty training framework, that reduced staff turnover by 15% in six months.

The Millennium Education

General Manager – HR 2018 - 2021

- Oversaw HR operations for 2000 employees and implemented a HRMS system that increased workforce tracking accuracy by 35% by its second year.
- Led management initiatives talent acquisition, training, and performance management.

The Millennium Education

Principal – IGCSE- MYP School 2015 - 2018

- Increased student performance by 20% through curriculum enhancements and faculty training programs.
- Implemented a teacher coaching system and spearheaded parental engagement initiatives, improving school-community collaboration

Other Leadership Roles

- Headmistress, The City School Islamabad – O Level Boys (2014 – 2015)
 - Senior Headmistress, Roots School System (2006 – 2014)
 - English Teacher, Beaconhouse Group (2004 – 2006)
 - Early Years Teacher, Bloomfield Hall (2003 – 2004)
 - English Teacher, Roots School System (2001 – 2003)
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