


SALEMA MOHAMED

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(407) 666-0320 

Adjunct Professor | Public Administrator | Advisor

EDUCATION

SOCIOLOGY, PH.D. 2024

University of Central Florida, Orlando, FL

(Social Inequalities, Medical Sociology, Racism/ethnicity)

MASTER OF ARTS IN PUBLIC ADMINISTRATION 2016

University of Central Florida, Orlando, FL

(Capstone Research Paper: published online)

BACHELOR OF SCIENCE IN PSYCHOLOGY 2010

University of Central Florida, Orlando, FL

RELEVANT SKILLS & INFO

IT: Microsoft Office (Outlook, Excel, Word, PowerPoint), PeopleSoft, CRM, Canvas

SKILLS: College Advising – Student Services – Leadership – Learning & Development- Career Coach - CPR Certified

RECORDS/CONFIDENTIALITY: FERPA and HIPAA trained

CAREER SUMMARY

CAREER PROGRAM ADVISOR, ALLIED HEALTH

2020 (DECEMBER) – PRESENT

Valencia College, Orlando, FL

- Provides developmental advising to students in identifying courses for their career path in degree and certificate programs.
- Provide students with information and policy relevant to academic progress
- Assist students with career planning by providing career and occupational opportunities. Work with students to reach their education and career goals
- Utilize appropriate technology to support students' needs, including Zoom and CRM
- Develops and maintains Canvas-based courses
- Evaluate courses and transcript for program admission
- Work closely with Academic Deans, Faculty, and Staff to support students success
- Serve as expert in allied health programs at Valencia
- Facilitate educational plan for students on academic probation and suspension
- Offer educational seminars
- Collect and report data on student success
- Serve on CPA task force and industry advisory board

COORDINATOR, PROGRAM ADVISOR

2020(JANUARY) – 2020 (DECEMBER)

Valencia College (Osceola Campus), Orlando, FL

- Provides developmental advising to students in individual and group setting regarding educational and life goals
- Provide students with information and policy relevant to academic progress
- Refer students to appropriate resources to accommodate their academic needs
- Utilize appropriate technology to support students' needs
- Develops and maintains Canvas-based courses
- Develop transfer plans for students in accordance to their academic goals
- Work closely with Academic Deans, Faculty, and Staff to support students success
- Provide advising for social services, and education programs
- Facilitate educational plan for students on academic probation and suspension

ADJUNCT PROFESSOR, STUDENT LIFE SKILLS 2017 – PRESENT

Valencia College (Osceola Campus), Orlando, FL

- Prepares materials, instructs, evaluates, and provides feedback to students in classroom, online, and hybrid environments
- Ensures academic success and student mastery of course and program outcomes
- Develops syllabi and monitors student attendance before submitting final course grades
- Disseminates information related to services available to students through the college
- Develops and maintains Canvas-based courses for every course section

University of Central Florida (Orlando Campus), Orlando, FL 2018

- Managed peer mentor (TA)
- All Adjunct Professor duties listed above

ADVISOR, STUDENT LIFE SKILLS 2017 – PRESENT

Valencia College, Orlando, FL

- Provides general and specialized advising for multiple academic programs
- Resolves student concerns and provides referrals as needed

CLINICAL SKILLS AND SIMULATION CENTER COORDINATOR (TEMPORARY) 2018 (AUGUST) – 2018 (DECEMBER)

University of Central Florida, College of Medicine, Orlando, FL

- Supports ultrasound curriculum
- Provide student and faculty assistance for various clinical sessions
- Develops and maintains reports of ultrasound sessions
- Oversees the simulation lab and events
- Operates and maintains equipment including high fidelity simulators, medical equipment, and software
- Coordinates and schedules meetings and events with event management team and leadership
- Proctors exams and educational sessions
- Developed ultrasound session operations manual
- Assists with budget analysis for CSSC

COORDINATOR, ACADEMIC ADVISING SERVICES II 2012 – 2015

University of Central Florida, Regional Campuses, Orlando, FL

- Promoted from Academic Advisor based on merit and knowledge of internal policies and procedures
- Provided general and specialized advising for multiple academic programs and determined means to resolve student concerns
- Advised 2+2 and DirectConnect Valencia College students on transitions to UCF to create start-to-finish academic plans
- Liaised and developed relationships with students, faculty, staff, and parents
- Planned and implemented recruitment, orientation, and retention programs and activities including information tables, classroom visits, workshops, and degree program expos
- Oversaw student assistants and peer advisors
- Responsibly maintained student notes and records through collection and data mining within CRM system while ensuring compliance with FERPA and institutional rules and regulations
- Developed GPA tracking program for regional campus BAS students and Early Alert System for Central Region campuses
- Produced and directed videos for UCF Regional Campuses
- Assigned as liaison for all activities with the university community, community colleges, students, parents, and faculty

ACADEMIC ADVISOR, LATIN AMERICAN STUDIES 2011 – 2012

University of Central Florida, Orlando, FL

- Provided in-depth advising to prospective and current students in Latin American Studies programs
- Supervised student assistants and served as liaison to other advisors, departments, and program offices
- Consistently maintained FERPA requirements and university regulations

CAREER SUMMARY (CONT.)

ADMISSION SPECIALIST, SCHOOL OF VISUAL ARTS & DESIGN 2010 – 2011

University of Central Florida, Orlando, FL

- Assisted in the development and implementation of policies, procedures, recruitment, orientation, and retention programs
- Approved course substitutions and graduation certifications
- Assigned as liaison between academic advisors and other advisors within UCF

OFFICE ASSISTANT 2008 – 2010

University of Central Florida, Regional Campuses, Orlando, FL

- Answered all admissions and advising questions, scheduled student appointments, and assisted students, advisors, faculty, and staff with book orders, copying, and various projects
- Served as a Peer Advisor from 2009-2010 and planned the University Degree Expo

AFFILIATIONS

- *DIGITAL PROFESSOR CERTIFICATE*
- *ASSOCIATE PROFESSOR CERTIFICATE*
- *WMFE COMMUNITY ADVISORY BOARD MEMBER (FORMER)*
- *SEED (SEEKING EDUCATIONAL EQUITY AND DIVERSITY) PROGRAM COMPLETED*
- *HOLDS MULTIPLE DIVERSITY CERTIFICATES*