

MAINA IBN MOHAMMED

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PROFESSIONAL SUMMARY

Graduate professional development leader with experience in career exploration programming, employer and alumni partnerships, and equity-centered coaching for diverse student populations. Designed comprehensive career development frameworks serving 150+ students across 50+ countries with documented 80–100% engagement. Built AI-enabled career support tools used by 200+ students monthly and sustained Fortune 500 employer partnerships (Google, Meta, Waymo). Co-Active certified coach (CTI) with an Ed.M. in Organizational Development. Committed to student-centered, equity-minded practice that meets students at the intersection of expertise and uncertainty.

CORE COMPETENCIES

Graduate & Advanced Student Career Development | Career Exploration Program Design | Staff Supervision & Training | Employer & Alumni Partnerships
Campuswide Outreach & Faculty Collaboration | Needs Assessment & Data-Informed Programming | Equity-Centered & Inclusive Practice | Digital Communications & Website Management | AI-Powered Career Tools | Handshake | CRM & CMS Systems | Co-Active Coaching (CTI)

PROFESSIONAL EXPERIENCE

Program and Partnership Manager, Coaching & Talent Development | *Minerva University* | *San Francisco, CA* | *September 2023 – Present*

- **Designed career exploration programs and a four-stage developmental coaching framework** (Values, Strengths, Identity, Summer) grounded in Co-Active methodology — producing 577 documented sessions for 150+ students from 50+ countries with 80–100% attendance, using engagement data and student feedback to continuously refine programming.
- **Built AI-enabled career support infrastructure** including an automated resume reviewer (200+ monthly users, 85% admin time reduction), a LinkedIn analyzer, and an AI-driven staff training system — designing and maintaining the digital platforms that deliver these tools.
- **Developed and managed digital communications and resource systems** including recurring student-facing guides and a marketing strategy that elevated department visibility; oversaw website and digital resource maintenance for the Coaching & Talent Development office.
- **Built and sustained employer partnerships** with YouTube, Waymo, Meta, Yahoo, and Gensler — designing and leading 10+ executive site visits connecting 25+ students with VP- and Director-level leaders to expand experiential career exploration opportunities.
- **Conducted cross-campus outreach** in collaboration with the SF City Director, Experiential Learning, Events, and CARE initiative; served as institutional representative at alumni panels, graduation presentations, and global stakeholder visits.
- **Used program assessment data** to inform advising strategy and report outcomes to senior leadership; tracked 99.6% attendance across 48+ coaching sessions as evidence of program quality.
- **Trained and mentored program interns** on coaching practice and operations, standardizing quality across a high-volume student-facing team.

Housing & Educational Services Intern | *University of California, Santa Cruz* | *June 2022 – August 2022* |

- **Hired, trained, and supervised 12 Resident Assistants** across 5+ residential units, overseeing onboarding, professional development, and accountability for a team serving 2,000+ residents.
- **Designed and implemented community programs** to foster inclusion and connection, managing a \$20K operating budget across a high-volume campus environment.

Student Leadership & Community Engagement Advisor | *Heartland Community College* | *Normal, IL* | *June 2021 – May 2023*

- **Supervised 10+ student organizations** and directed leadership programs — increasing civic engagement by 46% and service participation by 70% through needs-informed programming.
- **Built 20+ cross-sector partnerships** to expand leadership pipelines; boosted Alternative Spring Break participation by 90% through targeted outreach and fundraising initiatives.

LEADERSHIP, SERVICE & RECOGNITION

- **Lighthouse Foundation (Founder)** — Global nonprofit serving 10,000+ people in leadership development and community access
- **Digital Thought Leadership Platform** — 250K+ followers across 50+ countries; published work on international student experience, acculturation, and coaching innovation
- **Minerva Talk (Invited Presenter)** — 'The Architecture of Storytelling' | Martin Luther King Jr. Community Service Award — City of Natchitoches
- **MIT xPRO: Strategic AI Leadership** (In Progress) | Co-Active Coaching Fundamentals (CTI Certified)

EDUCATION

Illinois State University | Master of Education, Organizational Development | MBA Coursework (20 Credits)

Northwestern State University | B.A., Computer Information Systems | B.A., Business Administration | A.A., General Studies