

Shayan Mirabi

Personal

(832) 802-1632 (Cell)
shayanm@msn.com

Summary and Skills Profile

Management and Administration

My educational qualifications span over multi disciplines in business administration, information technology, and electrical engineering. In addition, I have over 32 years of administrative, management, consulting, and education teaching experience within the private and public sectors, with extensive experience in planning, organizing, directing, controlling, and coordinating activities to achieve operational efficiency and productivity. I tend to cultivate employees for greater levels of responsibility through participatory management and empowerment, and strong interpersonal and communication skills. I am very comfortable presenting to large groups and before members of senior management.

Technical and Technical Management

Offering solid management and technical background acquired through more than 32 years of experience in management, designing and servicing state-of-the-art devices, teaching college level computer science, electronics technology, electrical engineering, information technology, computer information systems, management information systems, and undergraduate business administration courses. In addition, I have over 17 years collective experience chairing various academic departments and programs to include, computer science and information technology, electrical and electronic technology, and business and general education departments, at junior college and university levels, on average, comprising 37 technical and professional faculty members with over 600 students. I have also managed the training department for a leading worldwide seismic data acquisition designer and manufacturer for over three years. Experienced in the strategic planning, budgeting and forecasting and cost control in a competitive market environment.

March 2007 – September 2012 American Intercontinental University

Associate Dean of Academic Operations

Responsible for assisting the Vice President of Academic Affairs in managing daily operations of academic programs in Academic Affairs ensuring academic integrity and a quality learning experience for students. Also responsible for financial goals for the department, budget, cost control, strategic planning, and to ensure cost saving initiatives are in place. I acted as the liaison for the VPAA in assisting the Deans of Instruction and program chairs for programs assigned. Participate in various University committees such as Academic Advisory Committees; University Appeals Board; Institutional Effectiveness Committee; and others. Serve as the liaison for the Institutional Effectiveness to ensure compliance and prepare for visitations from SACS. Responsible for personnel management and staff development for the efficient operation of assigned areas which include the Library and Learning Resources Center as well as eStudies and hybrid learning models.

Academic Operation Experience

- Assist the Program Chairs with faculty requirements and scheduling needs, hiring and managing faculty pool based on student population. Maintaining academic policies and procedures to be compliant with accrediting and licensing organizations, state and federal agencies and

other regulatory entities. Managed the development of high quality academic programs to fulfill department and university objectives, while provided mentoring activities for faculty to ensure quality performance in the classroom. Served on the University HLC Steering Committee and contributed to the HLC self-study report for the visit in 2013.

American Intercontinental University

Information Technology Chair – June 2004 to January 2018

General Education Chair – March 2007 to August 2017

Business Administration Interim Chair – June 2006 to December 2006

- Provide support to the admission departments to clearly define and document necessary educational goals and programs for new students. Conducted new student orientations, evaluated transcripts for transfer of credit. Reviewed admission applications and meeting with potential applicants. Supported campus and university efforts to maintain regional accreditation, ensuring program procedures and guidelines comply with state and federal regulations while contributing to the quality and the growth of the programs, curriculum, and enrollment.
- Recruit and maintained qualified faculty to accomplish department's academic and business goals and objectives. Ensured compliance with all hiring and promotion procedures, EEO requirements, compensation policies, termination procedures and other personnel and operating policies and procedures.
- Maintaining IT and general education departments consistent with the company's mission and business goals to support students' educational needs and career objectives. Implementing, assessing and providing oversight of programs. Authoring separate semi-annually institutional effectiveness reports for Information Technology program and General Education department. Taught a minimum of four courses a year.
- Serving on university and campus committees, including University IT Curriculum Committee, University General Education Curriculum Committee, and University and Campus Institutional Effectiveness Committee. Served on the University HLC Steering Committee and contributed to the HLC self-study report for the 2013 visit, as well as the 2018 HLC visit.

Jan 2004–Aug 2004 **Wharton County Junior College**

Computer Science/Information Technology Professor/Chair

- Mentored faculty to achieve program and completion objectives and developed class schedules and faculty assignments. Conducted faculty professional development sessions and provided technical assistance, advice and information affecting program performance, communication of school policies pertinent to instructional activities, review of faculty recommendations concerning curriculum changes, program proposal and design for submission to division chair for evaluation and approval.
- Assisted with policy/procedure implementation and problem resolutions. Responsible for faculty orientation, training, evaluation, curriculum development and Implementation, and faculty. Taught an array of computer, programming, operating systems, and information technology courses.
- Taught a minimum of three courses, including labs in a term. Maintained professional activity expected of a tenure track faculty member in the form

of research activity and conference presentations, publications and grant applications. Served on university and departmental committees as assigned. Provided academic and career advising for assigned students enrolled in the associate IT/CS program

1994–1998 **ITT Technical Institute, Houston, TX**
Electronics Engineering Department Chair

- Developed and conducted faculty professional development activities and provided advice and information affecting school and program performance, communication of corporate and campus policies pertinent to instructional activities, review of instructors' recommendations concerning lesson plans, materials, texts, etc. for possible re-evaluation and submission to director of education. Provided mentorship to faculty to achieve completion objectives and developed and implemented class schedules and instructor assignments. Served as a resource person for the Competency Based Staff Development (CBSD) program. Assisted with policy/procedure implementation and problem resolution in the areas of, Student and Instructor Orientation, advising, Training, Evaluation, Curriculum Development and Implementation, Advisory Committees, and Supervise Instructors and Laboratory Assistants.

**Instructional
Experience**

Sep 2008 – Jan 2020 **AIU Online**
Information Technology Adjunct Professor

- Teaching an array of online Business and IT courses using VirtualCampus LMS system including: Intro to Business Admin, Organizational Behavior, Intro to Financial Management, Management Information Systems, Management and Leadership of Organizations, Budgeting and Financial Analysis, Strategic Management, Leadership and Ethics for Managers, Global Financial Management, Programming courses, Web development, Database and DBMS, Operating Systems, Networking, etc.

Apr 2008 – Nov 2016 **DeVry University**
Computer Information System Adjunct Professor

- Teaching an array of CIS and Business courses using eCollege LMS system including: Programming courses (C++, C#, Java, VB), Web development, Databases and DBMS, Operating Systems, Networking Essentials, Intro to Business Admin, Organizational Behavior, Intro to Financial Management, Management Information Systems, Management and Leadership of Organizations, Budgeting and Financial Analysis, Strategic Management, Leadership and Ethics for Managers, and Global Financial Management.

January 2000–Dec 2011 & August 2018 to December 2018
University of Houston UHD/Central/Sugar Land
Computer Electronics and Information System Technology
Adjunct Professor – Face-to-Face and Online Delivery

- Taught Microcomputer Interfacing lab, various computer and information technology courses including programming, Operating Systems, Networking, TCP/IP, Information System and Business Needs Assessment. Developed lessons plans, which promoted undergraduate level learning and prepared students for the challenges facing IT and related business markets.
- Responsible for all facets of course management, which included developing competency metrics, coordinating lectures and experiential exercises, and guiding the activities of and mentoring junior faculty. Was responsible for

facilitating and coordinating the department's efforts to maintain accreditation SACS.

June 1998 – August 2003 **ITT Technical Institute**
Computer Electronics and Information System Technology
Instructor

- Taught an array of Electronics, computer, programming and information technology courses including Advanced Semiconductor Devices and Circuits, Electronics Communication, Digital Electronics, Operational Amplifiers, Basic and Industrial Electronics, Various programming languages, operating systems, databases, networking and network administration on various platforms, etc. In addition, taught Microprocessor Hardware/Software Architecture, Microcomputer and Industrial Electronics Interfacing. Developed curriculum to implement Microprocessor Architecture course objectives, as well as unit lesson plans and guides including instructional aids.

Aug 1989 – Apr 1994 **ITT Technical Institute, Houston, TX**
Electronics and Computer Instructor

- Taught array of electronics courses including Advanced Semiconductor Devices and Circuits, Electronics Communication, Digital Electronics, Operational Amplifiers, Basic Electronics, and Industrial Electronics. Taught Microprocessor Hardware/Software Architecture, Microcomputer /Industrial Electronics Interfacing, and Introduction to Computers. Developed curriculum and instructional aides to implement Microprocessor Architecture course objectives.

Industrial
Experience

Apr 1998 – Jan 2001 **Input/Output, Inc., Stafford, TX**
Training Manager/Field Engineer

- Planned, organized, directed and implemented a profit center-based Training Department utilizing the available resources to meet the company's business objectives. Primary responsibility was to deliver quality training/educational programs and services. Additionally, developed, implemented and managed course curricula as new products were introduced. Provided support to the Sales/Technical Marketing Departments to clearly define and document necessary technical training for new system sales. Recruited and maintained well-trained and qualified unit-wide instructional staff to accomplish Department's business goals and objectives.
- Deployed Marine and Land Seismic Data Acquisition equipment in field with client in various parts of the world. Ensured third-party seismic equipment are supported and properly interfaced with Unix Solaris platform for seismic data collection and storage. Move seismic data from collection application to storage.
- Field-configured seismic data acquisition equipment through proprietary software management control and deployment system.
- Troubleshoot advanced and proprietary seismic data acquisition electronics equipment while in production (collecting data from deployed seismic sensors down to the component level.
- Employed Unix Solaris as the platform to interface with proprietary marine seismic data acquisition software management system.
- Developed and maintained hands-on training programs consistent with the company's product line and marketability to support customers training needs both in-house, in-field, and on-site implementation.

- Developed, organized, and directed certification programs to certify client and company personnel to operate and maintain data acquisition hardware and software products.
- Established and maintained a formal Training Catalog to promote training programs and products and to market the Training Department. Developed the department's business plan and operating budget and ensured its full implementation. Created and managed budgeting/forecasting process, expense control, capital planning and ensured profitability. Conducted special analyses, feasibility or other studies as required supporting Customer Service and Marketing/Sales Department.
- Ensured compliance with all hiring and promotion procedures, compensation policies, termination procedures and other personnel and operating policies and procedures.

**August 2000 – February 2007 Transcontinental Consulting, Houston, TX
Network Consulting Engineer**

- Designed, installed, configured and operated LAN networks including Hubs, Bridges, Routers, and Network Printers.
- Troubleshoot and repaired computer hardware and software and provided support to clients to analyze and resolved desktop applications issues.
- Provided BIOS Y2K upgrade for various PC's and servers
- Designed, developed and administered training courses for clients on UNIX O/S, Windows NT, Windows 95, Windows 98, Office 97, Lotus suite and Lotus Notes.
- Provided first level support for clients to analyze and resolved desktop applications and network hardware issues.

Education

Ph.D. in Business Administration, July 2016

Northcentral University, Prescott Valley, Arizona

Emphasis: Financial Management

Dissertation topic: Allocated financial resources for remediation program and implications for students' academic advancement.

Dissertation Committee: Dr. Mary Jill Blackwell (Chair), Dr. Gene Polles, and Dr. Nari Jeter

Master in Business Administration, June 2006

American Intercontinental University, Houston, Texas

Emphasis: Management

Master in Technology, August 2003

University of Houston, Houston, Texas

Emphasis: Microcomputers Systems Technology

Thesis topic: Wastewater Effluent Flow Control Using Multilayer Neural Networks.

Thesis Committee: Dr. Heidar Malki (Chair),

Bachelor of Science, March 1983

Montana State University, Bozeman, MT

Emphasis: Electrical Engineering

Associate of Science, June 1980

College of Southern Idaho, Twin Falls, ID

Emphasis: Engineering General

Certifications

Certificate of Course Completion, September 1999

Input/Output Seismic Data Acquisition, Inc., Stafford, TX

Emphasis: Marine Seismic Sleeve Gun Maintenance

Certificate of Course Completion, October 1998

Input/Output Seismic Data Acquisition, Inc., Stafford, TX

Emphasis: Marine System MSX Operations

Solaris 2.x, September 1998

SUN Educational System, Stafford, TX

Emphasis: System Administration I and II

Faculty Workshop Certificate of Completion, February 1998

Career Colleges & Schools of Texas, Austin, TX

Emphasis: Adult Learners and Learning Styles

Faculty Workshop Certificate of Achievement, August 1997

Career Colleges & Schools of Texas, Austin, TX

Emphasis: Motivating Students in a Changing Classroom Environment

Supervisory Institute Certificate of Achievement, July 1994

University of Indianapolis, Indianapolis, IN

Emphasis: Center for Continuing Education and Management Development

Publications

- Allocated financial resources for remediation program and implications for students' academic advancement, Ph.D. Dissertation, July, 2016.
 - Wastewater Effluent Flow Control Using Artificial Neural Networks, Technology Interface, Spring 2006. <http://technologyinterface.nmsu.edu/Spring06/>
 - Wastewater Wet Well Level Effluent Flow Control Using Multilayer Neural Networks, Master Thesis, July, 2003.
-

Awards

March 2010 Career Education Corporation

- President's Award – Highest Level Achievement SBU

May 2009 Career Education Corporation

- Leadership Award – Highest Level Achievement SBU

September 1995 Career Colleges & Schools of Texas

- Education Excellence Award – Education Supervisor ET Chair

August 1992 Career Colleges & Schools of Texas

- Professional Achievement Level 4
-

Professional Memberships

January 2005 – Present

IEEE Organization Member

- IEEE Communication Society
- IEEE Technical Professional Association

September 2007 - Present

Sigma Beta Delta Business Honor Society Member

Interests

Finance, Reading, Research, History, Politics, Jogging, biking.

Special Skills

Business Skills

- Budgeting, Forecasting, Cost Control, P&L, Admission and Enrollment Processes.

Technical skills

- Special familiarity with Intel family of general purpose processors, Languages including VB & VBA, JAVA, C++, C#, Web languages, Assembly language, JavaScript.
 - MS Office, MS Project, Windows OS, Windows Servers and Active Directory, Oracle and MS SQL Server Databases, network/client support.
 - PC/LAN implementation and support distributed software applications and testing.
 - Analog/digital circuitry such as security systems, filters, amplifiers, and various interfaces.
 - Understanding of Seismic Data Acquisition process and equipment.
-