

Imran Khan, Ph.D.

512-773-1864 | imrankhanphd01@gmail.com

LinkedIn: [linkedin.com/in/imrankhan-phd-utexas/](https://www.linkedin.com/in/imrankhan-phd-utexas/) | Portfolio: imrankhan.phd

PROFESSIONAL EXPERIENCE

Technical Writer

Jan 2025 – Present

Pet Cancer Foundation

- Created standardized position role documents used for hiring, training, and internal alignment.
- Collaborated with leadership to ensure documents accurately reflected organizational priorities.
- Improved document clarity, formatting, and consistency to support usability and internal alignment.
- Provided volunteer technical writing support for a non-profit organization.

Veterans Service Representative

2023-2024

Veterans Benefits Administration

- Orchestrated the development of disability benefits claims for veterans by meticulously applying the Adjudication Procedures Manual, ensuring a streamlined and accurate process.
- Spearheaded the retrieval and analysis of military service and medical treatment records for veterans, enhancing the precision and efficiency of claims assessment.
- Proactively adjudicated and processed claims for rating, demonstrating a commitment to delivering timely and fair resolutions for veterans.

Assistant Professor - History and Global Studies

2020-2023

St. Edward's University

Adjunct Professor - History and Global Studies

2016-2020

St. Edward's University

Adjunct Professor - Department of Student Development

2008-2020

Austin Community College

WRITING, EDITING, and RESEARCH

- Conducted historical and literary research, unveiling insights that enriched academic discourse.
- Gathered and analyzed qualitative and quantitative data to produce an interdisciplinary Ph.D. dissertation, and to create post-secondary curriculum.
- Crafted, proofread, edited, and revised academic material for publication, ensuring the highest standards of clarity and scholarly excellence.
- Formulated precise technical instructions to align with web accessibility laws and best practices for user experience design, demonstrating a commitment to compliance and user inclusivity.
- Proficient in adhering to style guidelines, including the Chicago Manual of Style and APA Style Manual, maintaining consistency and professionalism in written materials.
- Published works in peer-reviewed academic journals, and encyclopedia.

INSTRUCTION, TRAINING, and CURRICULUM DEVELOPMENT

- Took the lead in developing a comprehensive history and global studies curriculum to produce the most Gen-Ed courses for the History and Global Studies departments.
- Presented instructional materials both in-person and online, employing varied modalities to enhance comprehension and learning outcomes.
- Provided constructive feedback to enhance written communication, analytical skills, and information organization, contributing to continuous improvement.
- Utilized Learning Management Systems (Canvas and Blackboard) to organize and deliver learning content, optimizing the learning experience for students.
- Prepared and evaluated assessment materials, ensuring a comprehensive and measurable understanding of acquired skills.

ADVISING and MENTORING

- Advised learners on their academic progress, offering insights to optimize their educational journey.
- Guided students in exploring academic and career goals, fostering informed decision-making.
- Mentored students to enhance retention and graduation rates.
- Conducted degree audits using the Degree Works platform, ensuring timely completion of degree requirements.

CONFERENCE PRESENTATIONS and PUBLIC EDUCATION

- Delivered compelling presentations in diverse settings, including classrooms, professional conferences, and community education forums, effectively conveying information to both adult learners and peers.

EDUCATION

Ph.D. - Asian Cultures and Languages (Portfolio in Religious Studies), The University of Texas at Austin.

M.A. - Developmental and Adult Education, Texas State University, San Marcos.

B.A. - Government, The University of Texas at Austin.

CERTIFICATIONS

- 2026 An Introduction to Learning Experience Design (LXD) Specialization. University of Michigan.
- 2024 Technical Writing Certificate. Oregon State University.
- 2024 Teaching English as a Foreign Language (TEFL). University of Toronto.
- 2024 Career Coach and Navigator. Goodwill Industries International.
- 2024 Texas Master Naturalist - Hays County Chapter.
- 2024 Texas Master Gardener - Hays County Chapter.
- 2003 Texas Educator Certificate: Secondary Social Studies - State Board for Educator Certification.

MILITARY SERVICE

Armor Crewman (SPC/E-4), 1st Armored Division, United States Army

1994-1997

- Served as an armor crewman on the M1/A1 main battle tank.
- Received Army Commendation and Army Achievement medals for excellent performance of duties.
- Southwest Asia Service Medal with One Bronze Star (Southwest Asia Cease-Fire Campaign).