

Imran Khan, Ph.D.

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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.
- Conducted documentation audits to assess content quality, accuracy, and alignment with role requirements.
- Performed gap analyses to identify content deficiencies and support documentation standardization and continuous improvement efforts.
- Provided volunteer technical writing support for a non-profit organization.

Veterans Service Representative

2023-2024

Veterans Benefits Administration

- Developed disability benefits claims by applying VBA policies, procedures, and regulations to support accurate claims processing.
- Retrieved and analyzed military service, medical, and supporting records to evaluate evidence and support disability claims development.
- Adjudicated and processed disability claims to support timely and accurate benefit determinations 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, literary, and interdisciplinary research using qualitative and quantitative methods to support academic publications, curriculum development, and a doctoral dissertation.
- Wrote, edited, proofread, and revised academic and technical materials, ensuring clarity, accuracy, and adherence to established style guidelines, including Chicago and APA.
- Published work in peer-reviewed journals and reference publications.

INSTRUCTION, CURRICULUM DEVELOPMENT, and FACILITATION

- Developed and delivered history and global studies curriculum in face-to-face and online learning environments.
- Utilized Canvas and Blackboard to organize content, facilitate instruction, and assess learning outcomes.
- Prepared assessments and provided constructive feedback to strengthen written communication, analytical thinking, and information organization.
- Delivered instructional and public-facing presentations in classrooms, professional conferences, and community education settings.

ADVISING and MENTORING

- Advised and mentored students on academic progress, degree planning, and career goals, supporting retention and graduation success.
- Conducted degree audits using Degree Works to ensure timely completion of program requirements.

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.

Texas Educator Certificate: Secondary Social Studies - State Board for Educator Certification.

CERTIFICATIONS

- 2026 An Introduction to Learning Experience Design (LXD) Specialization. University of Michigan.
- 2026 Certified Interpretive Guide. National Association for Interpretation.
- 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.

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).