Nadeen H. Makhlouf
American University
Department of Public Administration and Policy
4400 Massachusetts Avenue
Washington, DC 20016

_____

EDUCATION:

American University, School of Public Affairs, Washington, DC 20016
Doctor of Philosophy, 2016
Fields: Public Administration and Public Policy

American University, School of Public Affairs, Washington, DC 20016
Master of Public Policy, 2012
Concentration: Social Policy

University of Maryland, College of Behavioral and Social Sciences, College Park, MD
Bachelor of Arts, 2008
Major: Economics

EMPLOYMENT HISTORY:

Adjunct Instructor   January 2016-Present
American University
School of Public Affairs, Department of Public Administration and Policy
- Instructor of record for Administrative Politics (PUAD-260), a survey course that covers the foundations of public administration aimed at preparing students for internships in the public sector.
- Instructor of record for Organizational Analysis (PUAD-684; online), a graduate level course focusing on concepts and theories that explain organizations and organizational behavior including factors such as the nature of the political environment, organizational structure, staffing, information management, and budgetary constraints.

Graduate Research Assistant   August 2015-May 2016
American University
School of Public Affairs, Department of Public Administration and Policy
- Provide research assistance for supervisor, Dr. Khaldoun AbouAssi
- Assist supervisor with preparation for coursework on organizational analysis and behavior

Senior Honors Counselor   August 2010 – August 2015
American University
University Honors Program
- Managed a team of counselors to assist undergraduate students meet program requirements and adhere to University policies and regulations
- Directed the Alumni Mentoring Program

- Represented the Program at information sessions and prospective student events
- Managed database of student records
- Coordinated communication efforts between staff, students, and campus partners

Academic Advisor   June 2008-July 2010
University of Maryland
College of Behavioral and Social Sciences, Department of Economics
- Assisted undergraduate students meet program requirements and adhere to University policies and regulations.
- Performed statistical research and student profiling to aid the Director of Undergraduate Studies with curriculum enhancement.
- Conducted and led orientation sessions for freshman, transfer, and international students.
- Served as the Department representative/coordinator on committees such as the Scholarship Committee, the new Economics Curriculum Committee for the College of Behavioral and Sciences, and the Economics Chair Review Committee.

CONFERENCE PRESENTATIONS:

2016: Association for Public Policy Analysis and Management: Regional Conference (APPAM)
2015: American Society for Public Administration (ASPA)
           Public Management Research Conference (PMRC)
2014: Southern Political Science Association (SPSA)
           American Society for Public Administration (ASPA)
           American Political Science Association (APSA)

PUBLICATIONS:

AbouAssi, Khaldoun, Makhlouf, Nadeen, and Whalen, Page. 2016. "Nonprofits Resource Capacity: Antecedents for Partnerships." *Nonprofit Management and Leadership* 26 (4)*:* 435-451. DOI: 10.1002/nml.21200.

HONORS AND AWARDS:

2015 American Society for Public Administration Founders' Fellow   March 2015- March 2016

Doctoral Student Research Award ($850)   March 2015

PROFESSIONAL SERVICE AND ACTIVITIES:

Community Based Research Scholars Research Conference   December 2014/2015
American University
Judge

National Association of Schools of Public Affairs and Administration   October 2013
Volunteer

College of Behavioral and Social Sciences, University of Maryland   February 2007 – May 2008
Teaching Assistant

Member of: *American Society for Public Administration* (2014-present), *Association for Public Policy Analysis and Management* (2012-present), *American Political Science Association* (2014-present)

TECHNICAL SKILLS:

Proficient in Microsoft Office Suite (Word, Excel, Powerpoint, Access, and Publisher), Database research, Survey Monkey, Qualtrics, OpenProj, FileMaker Pro, STATA, SPSS, and R.