

AISABOKHAE, STEPHEN O. MCD, PMP., Ph.D.

406 Riggs Road Northeast, Washington, DC - 20011

MOBILE: +1 (346) 907 9735**EMAIL:** saisabokhae@gmail.com**CAREER OBJECTIVE**

To make an impact in the world through cutting-edged leadership style, management, research and development for the improvement of lives and society.

SUMMARY OF QUALIFICATION

- Project/Program Manager
- Diversity, Equity, and Inclusion expert
- Negotiation, Mediation and Facilitation Expert
- Analytical and Critical Thinker
- Research and Fieldworker
- Report Writer
- Strategic Planner
- Proposal Writing and Development Specialist
- Accounting Practitioner
- Public Speaking and Presentation Expert
- Organizational Leader
- SDGs Practitioner
- Mental Health First aider
- Talent Acquisition and Management Expert
- City, Urban and Regional Development Planner
- Language Proficient: English – Proficient, Luganda – Basic, Kinyarwanda – Basic
- MS Office proficient
- Computer applications proficient (Microsoft Power BI, CANVA, Prezi, Qualtrics, SPSS, ArchGIS)

EDUCATION**Prairie View A&M University, Texas, USA**

Ph.D. Educational Leadership and Administration

2022

Prairie View A&M University, Texas, USA

Master's in Community Development and Regional Planning (MCD).

2019

The University of Abuja, Abuja, Nigeria

Bachelor of Science in Accounting

2015

OTHER EDUCATION**Project Management Professional (PMI)**

2022

Makerere University, Kampala, Uganda

Certificate Course in Project Monitoring and Evaluation

2018

School for International Training, USA

SIT-Study Abroad: Uganda/Rwanda – Global Development Studies.

2018

PROFESSIONAL EXPERIENCES**Business Coordinator III - Prairie View A&M University, Texas, USA****Current**

- provides staff support and coordination of a variety of business activities requiring independent judgment, including reviewing business documents, and assisting in developing, monitoring, and reporting accounts and budget data with limited supervision.
- Serves as an approver and back up signer of vouchers and requisitions.
- Reviews and audits reconciliations of all accounts.
- Develops, monitors, and reports budget activity.
- Prepares complex monthly and annual financial reports.
- Coordinates closely with campus budget specialists.
- Coordinates annual fiscal year activities and drafts new fiscal year plans.
- Coordinates fiscal activities with little direct supervision.
- Proposes solutions to complex fiscal needs across the college.
- Oversee purchasing needs across the college and perform equipment audits.
- Serves as liaison with financial, payroll and/or human resources.
- Develops, implements, and audits business procedures upon approval and advises upper administration.
- Manages maintenance of all business files.
- Manages personnel activities, coordinates and audits personnel files, and reviews items which are due to unprocessed with HR, works closely to monitor departmental/division org charts and monitors vacant position processing with HR.
- Leads the administration of contracts and grants that are needed through the Dean's office.
- Develops complex analyses and summary reports. Composes standard and ad hoc reports and business-related correspondence.
- Trains staff on new and existing business procedures and interprets policies and regulations for staff.
- Manages inventory process.
- Serves as records management coordinator.
- Supervises business staff and/or student workers and may provide supervision.
- Performs other duties as assigned.

Post-Doc Fellow - U.S. House of Representatives, Washington DC, USA**January 2023 – May 2023**

- Manage routing media reporting, Correspondence and Editorials via Facebook, Instagram, Print Media, Twitter.
- Develop legislative proposal for Congress consideration.
- Lead research and support strategies including benchmarking, data analysis, monitoring and reporting on diversity and inclusion topics.
- Provide guidance and support to programs in identifying policies, practices and other factors that result in inequitable outcomes and explore and implement evidence-based practices and interventions which lead to equitable outcomes.
- Develop metrics for measuring the effectiveness of constituent DEI programs and projects.
- Advise the Congressman's Legislative committee on institutional matters relating to diversity, inclusion, and educational equity.
- Participate as an active member of the Equity and Access (IDEA) strategic policy committee.
- Supervise Legislative Interns.

Program and Doctoral Research Associate - Prairie View A&M University, Texas, USA **March 2018 – December 2022**

- Plan and manage professional development strategies for students and faculty for current career demands.
- Support cross-cultural student-staff satisfaction program for routine policy review using Agile methodologies.
- Support forecasting, analysis and reporting pathway for strategic development planning and cross-cultural student impact.
- Support research development and data analysis to design DEI intervention policies.
- Manage grant and proposal writing process for the department.
- Manage Dissertation/Thesis and Project submission trail process.
- Plan and Manage Symposium, conferences and workshops organized by the department.

Management Accountant - Nigerian Export-Import Bank, Nigeria **June 2015 – December 2017**

- Supported the bank's operational cost management for budgetary functions.
- Responsible for Liaising with Heads of departments to ensure collation of required data for monthly management reports.
- Developed and implemented expense cost control, performed budget checks and clearance.

OTHER EXPERIENCES

Community Development Consultant - Prairie View City Council, Texas, USA **December 2020 – Dec. 2021**

- Developed community workshop for community members.
- Led the development and inauguration of the Community Engagement Board (CEB) and training workshop for CEB members.
- Created community development awareness.
- Led negotiation, mediation, and facilitation between the communities and City Council government.

Monitoring and Evaluation Intern - Uganda Women's Network (UWONET), Uganda **September 2018 – Dec.2018**

- Monitored and Evaluated program and projects for management decision making.
- Prepared internal rapporteur reports and created tools for monitoring and evaluation of field work.
- Provided technical support in planning programs and projects.

RESEARCH

Aisabokhae, S., (2022). Exploring the academic experiences of Black male doctoral student in All-But-Dissertation status at Historically Black Colleges and Universities during the COVID-19 pandemic.

Aisabokhae, S., (2018). Mentoring as a tool for fostering personal development among youths with emphasis on the girl child – *Case Study: Uganda Women's Network –School Mentorship, 2018*

Aisabokhae, S., (2014). The impact of capital structure on the performance of manufacturing firms in Nigeria – *Case Study: Five Quoted Manufacturing Industries.*

Under Review for Publication:

Aisabokhae, S., (2021). Giftedness across borders: A comparative study of Black male giftedness in historically black colleges and universities (HBCU) and West African colleges.

Gilbert, D. J., Hoston, W., Hritonenko, N. & **Aisabokhae, S.,** (2020). Strategies for faulty community building in response to COVID-19 related teaching challenges.

Aisabokhae, S., Gupta, R., Hawkins-Moore, V., & Peterson, N., (2020). Resilience and retention in the age of COVID 19: A Comparative analysis of the impact of strategies employed at historically black colleges and universities and predominantly white institutions.

Nelson, A., **Aisabokhae, S.,** Gilbert, D., & Metofe, P., (2021). Mental health concerns and coping among Black college students impacted by “Triple Crises”: A multi-site survey.

In Progress:

Frazier-Kouassi, **S., Aisabokhae, S.,** Gay, K., Bundage, J., Bolivar, J., Smith, S., & Edwards, D., (2021). Racial/ethnic equity, inclusion, and diversity in Texas schools: A school climate study with administrators, teachers, parents, and students.

Aisabokhae, S., Nelson, A., Gilbert, D., & Metofe, P., (2021). The perception of graduate students on the awareness, utilization, and satisfaction of services and supports at HBCUs during COVID-19 pandemic.

Aisabokhae, S., Gilbert, D., & Metofe, P., (2021). The post-graduation perception of graduate students on the quality of education, program effectiveness and professional preparedness at HBCUs.

Aisabokhae, S., (2021). Giftedness across borders: A comparative study of Black male giftedness in historically black colleges and universities (HBCU) and West African colleges.

Gilbert, D. J., Hoston, W., Hritonenko, N. & **Aisabokhae, S.,** (2020). Strategies for faculty community building in response to COVID-19 related teaching challenges.

Aisabokhae, S., Gupta, R., Hawkins-Moore, V., & Peterson, N., (2020). Resilience and retention in the age of COVID 19: A Comparative analysis of the impact of strategies employed at historically black colleges and universities and predominantly white institutions.

Op-Ed in Progress

Aisabokhae, S., (2021). Lean on me: Minding Impostor Syndrome among Black male emerging scholars. During COVID-19

ADMINISTRATIVE/LEADERSHIP PROJECTS

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| 2021 | I led the Graduate Student Mental Health and Wellness Series Workshop (focusing on Rethinking the Impostor Syndrome) in conjunction with the Texas A&M University – College Station |
| 2021 | I modified the Graduate Student Exit Survey to accommodate pre- and post - graduate studies experiences of graduate students at the Prairie View A&M University. |
| 2021 | I developed the Graduate Research Faculty Collaboration platform for Prairie View A&M University and Texas A&M University. |
| 2021 | I worked with the Planning Committee Members for the Conference for Interdisciplinary Student Research (CISR) at Prairie View A&M University. |

- 2021** I revamped and updated the Prairie View A&M University Graduate Studies Webpage to be user friendly based on student satisfaction survey data report.
- 2021** Key player in the proposal development, curriculum development and approval for the Master's in social work degree program at Prairie View A&M University.
- 2021** I led the Fundraising effort for \$50,000.00 for the Youth Aflame Development Center building project. \$65,000.00 in cash was raised and the project is complete.
- 2020 - 2021** I played a key role in the development and execution of the new Standard Thesis/Dissertation/Doctoral Project procedures and Forms currently in use at the PrairieView A&M University.
- 2020** I developed the College of Arts and Sciences Faculty Development Survey on the challenges and coping strategies during the COVID-19 for strategic planning and intervention.
- 2020** I designed and completed the first data analysis for the Graduate Student Exit Survey for Prairie View A&M University and the survey is in current use as the standard for all Graduate students.
- 2018 - 2020** I was part of the Pioneer Executives of the International Student Association at Prairie View A&M University and currently hold the position of Treasurer.
- 2019 – 2020** I was part of the Pioneer Executive of the Graduate Student Association at Prairie View A&M University currently hold the position of Treasurer and serve as Graduate Ambassador.
- 2018 – 2020** I formed the Youth Aflame Ministry with 18 youths and presently oversee over 175 youths with 32 in leadership positions. I am the Coordinator of the Project.
- 2018** I was Lead Planner for the Inaugural Annual PVAMU International Festival, over 400 students attended, and I single handedly raised \$3,500.00 in funding.

OTHER CERTIFICATIONS

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| ▪ Gender Equity in Peace-building and the Workplace - UNITAR (Columbia Law School) | December 2021 |
| ▪ Leadership and Self-Awareness Programme – UNITAR (Columbia Law School) | December 2021 |
| ▪ Conflict Resolution in the Age of Burnout – UNITAR (Columbia Law School) | December 2021 |
| ▪ Inclusion and Ethical Leadership (University of South Florida) | November 2021 |
| ▪ Information Security Awareness (United Nations Department of Safety and Security) | May 2021 |
| ▪ Preparing and Responding to Active Shooter Incidents – (UNDSS) | June 2021 |
| ▪ BSAFE Certification – (UNDSS) | June 2021 |
| ▪ Diversity, Equity, and Inclusion Certification (University of South Florida) | 2021 |
| ▪ Youth Mental Health First Aid Certification | 2021 |
| ▪ Cardiopulmonary resuscitation (CPR) Certification | 2020 |
| ▪ Global Scholar Certification | 2019 |
| ▪ Basic Security in the Field II – (United Nations Department of Safety and Security) | July 2018 |
| ▪ Advanced Security in the Field – (United Nations Department of Safety and Security) | July 2018 |
| ▪ CITI PROGRAM COURSE: Social and Behavioral Research (Basic) | January 2019 |
| ▪ CITI PROGRAM COURSE: Social and Behavioral Responsible Conduct of Research | January 2019 |
| ▪ Peachtree Accounting Application Certification | October 2011 |

VOLUNTEERING EXPERIENCES

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| ▪ EducationUSA – (International Student Mentor) | 2020 - Present |
| ▪ M.E.N. Incorporated – (Mentor) | 2020 - Present |
| ▪ United Nations Association (UNA-USA) – (Chapter Treasurer) | 2020 - Present |
| ▪ Volunteer Services and Civic Engagement, PVAMU Texas – (Member) | 2018 – Present |
| ▪ SBP Houston (Hurricane Recovery), Texas – (Volunteer) | 2018 – Present |
| ▪ American Corner Abuja, Nigeria. – (Program Coordinator) | 2016 – 2017 |
| ▪ Young African Leaders Initiative – (Member) | 2015 – 2017 |
| ▪ AIESEC Abuja Chapter, Nigeria. – (Member) | 2016 – 2017 |
| ▪ Sustainable Development Goals (SDG's) Nigeria. – (Corp Member) | 2015 – 2016 |
| ▪ Community Service: National Youth Service Corp Nigeria – (Corp Member) | 2015 – 2016 |

PROFESSIONAL MEMBERSHIPS/ ASSOCIATIONS/AFFILIATIONS

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| ▪ Project Management Institute | 2022 |
| ▪ National Forum for Black Public Administrators (USA) | 2020 - Present |
| ▪ Hawaii Education Association (USA) | 2020 - Present |
| ▪ Rotary Club of Kampala (Uganda) | 2018 - Present |
| ▪ Rotary Club of Waller County (USA) | 2018 – Present |
| ▪ National Alliance of Preservation Commission (USA) | 2018 – Present |

CONFERENCES / SYMPOSIUMS/ PRESENTATIONS/PANELS/WORKSHOPS

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| ▪ Summer 2021 – Graduate Student Mental Health & Wellness Series (Convener) | 2021 |
| ▪ Conference for Academic Research in Education (CARE), Las Vegas – (Presenter) | 2021 |
| ▪ 2021 Virtual Impact on Student Learning and Development Conference (Presenter) | 2021 |
| ▪ 2021 Winter Roundtable Conference – (Presenter) | 2021 |
| ▪ NFBPA – Building Blocks for a Better Future (Participant) | 2021 |
| ▪ NJAGC 2021 Virtual Conference - Cultivating Gifted Minds – (Presenter) | 2021 |
| ▪ PVAMU Higher Education Finance Panel Series – (Host) | 2020 |
| ▪ Voices of the Diaspora Panel - (Panelist) | 2020 |
| ▪ National Forum for Black Public Administrators Conference, Austin – (Presenter) | 2020 |
| ▪ HBCU Faculty Development Network (HBCUFDN) Conference, Texas –(Presenter) | 2020 |
| ▪ United Nations Permanent Forum on Indigenous Issues (UNPFII) – (Participant) | 2020 |
| ▪ UN 2020 Global Engagement Summit USA – (Participant) | 2020 |
| ▪ SIT Critical Global Issues Symposium: Identity and Human Resilience, USA- (Presenter) | 2020 |
| ▪ Conference for Academic Research in Education (CARE), Las Vegas – (Presenter) | 2020 |
| ▪ HBCU Faculty Development Network (HBCUFDN) Conference, Texas – (Presenter) | 2019 |
| ▪ Reflecting Black Symposium-University of Houston Downtown, Texas – (Presenter) | 2019 |
| ▪ The Global Leadership Summit, USA – (Participant) | 2019 |
| ▪ Prairie View A&M University Annual Research Symposium, Texas - (Presenter) | 2019 |
| ▪ Lessons from Abroad, Texas – (Participant) | 2019 |

References available on request.