

Saba Rana

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Work Experience

Faculty - School of Business

[Lahore School of Economics \(LSE\)](#)

May 2007 - May 2025

Lahore, Pakistan

- Directed, designed, and executed undergraduate Management and Marketing instruction across 10+ course sections, engaging 150+ semester through structured pedagogy, measurable learning outcomes, and standardized assessment frameworks.
- Designed and implemented curricula for 7 core business courses—including Digital Marketing, Marketing Analytics, Supply Chain Decision Analysis, Strategic Management, Human Resource Management, and Organizational Behavior, ensuring alignment with program learning outcomes, and quality assurance requirements.
- Applied AI-driven tools to enhance classroom communication, engagement, visualization, and instructional efficiency across 10+ courses, adapting tone and delivery to support 100+ students per semester with diverse learning needs.
- Led instructional design and curriculum development by conducting program needs assessments for 6+ courses, coordinating with 5 cross-functional academic stakeholders, and implementing curriculum improvements aligned with quality assurance benchmarks and delivery frameworks.
- Managed end-to-end academic operations for 150+ students per semester, including class scheduling, attendance and records management, content administration for 3+ courses, assessment evaluation, and timely submission of mid-term and final grades in full compliance with policies and deadlines.
- Achieved 90% ratings across Quality Assurance assessments and student evaluations by applying structured instructional design, clear objectives, and effective classroom discipline to support positive learning outcomes.
- Actively contributed to faculty planning and quality assurance initiatives by conducting applied academic research, producing 3+ peer-reviewed publications, delivering multiple conference presentations, and engaging in continuous professional development in qualitative and quantitative research methods to support evidence-based academic decision-making and sustained program improvement.

Human Resources Management

[United Nations-UN Women](#)

Dec 2014 - Mar 2015

New York, United States

- Led end-to-end management of UN Women's Intern Programme, overseeing the full lifecycle from onboarding to exit for a global intake including structured orientation, job analysis and role scoping, performance management frameworks, work-plan development and compensation and benefits frameworks, compliance monitoring, stakeholder coordination, and continuous participant support with organizational policies, mandates, and ethical standards.
- Designed, implemented, and facilitated comprehensive learning, career development, and wellness initiatives through 10+ structured inter-agency visits, and formal mentoring programs, with a strong emphasis on leadership development, career readiness, competency building, cross-functional collaboration, sustained engagement, and overall participant well-being.
- Strengthened program quality, governance, and stakeholder collaboration across UN New York by conducting structured exit evaluations, contributing to job analysis and workforce planning insights, maintaining and moderating centralized communication platforms, redeploying and knowledge-management resources to enhance transparency and accessibility, and establishing 5+ university partnerships to strengthen pipelines, early-career development initiatives, and long-term institutional collaboration.

Educational Technology Assistant[Seattle Pacific University](#)

October, 2025 - to-date

Seattle, USA

- Support educational technology and media initiatives in partnership with ETM leadership.
 - Develop standardized documentation and onboarding materials for faculty and students.
 - Create clear instructional guides with annotated screenshots and structured workflows.
 - Assist with course design support, content organization, and platform usability.
 - Identify documentation gaps and contribute to process improvements that strengthen adoption and operations.
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Graduate Admissions Assistant[Seattle Pacific University](#)

October, 2025 - to-date

Seattle, USA

- Serve as a primary contact for prospective graduate students across all programs.
 - Manage high-volume inquiries via phone, email, and in-person interactions.
 - Use CRM systems to track inquiries, appointments, and follow-ups.
 - Coordinate front-desk operations, check-ins, and graduate-level campus tours.
 - Collaborate with admissions staff to improve workflows, service quality, and recruitment operations
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Teaching Assistant[Lahore School of Economics](#)

August 2006 - April 2007

Lahore, Pakistan

- Assisted the Professor in delivering undergraduate Management and Marketing courses, supporting day-to-day class operations.
 - Maintained accurate attendance records and student tracking to support academic reporting and compliance.
 - Uploaded and organized course materials on the university portal each semester to ensure timely student access.
 - Reviewed and returned assignments and quizzes and provided tutoring support to students to reinforce course learning.
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Skills

Curriculum Development • Program Management • Performance Management • Learning & Development
• Instructional Design. Workshop Facilitation • Data Analytics (Excel, Google Data Studio) • Statistical Analysis (SPSS, STATA, AMOS) • Qualitative & Quantitative Research (Qualtrics, NVivo) • Canvas.

Education and Qualification

Year	Education Institution	Degree	Title of Degree
2025 - to date	Seattle Pacific University	PhD	Industrial-Organizational Psychology
2006-2009	Lahore School of Economics	MS	Business and Management
2005-2006	Lahore School of Economics	MBA	Finance and Marketing
2006-2009	Lahore School of Economics	BBA(Hons)	Finance and Banking

Research and Publications

Presentation and published research at professional conferences

- Rana,S. “*Strategic Changes in Graduate Business Schools of Lahore, Pakistan: A Complete Make-over*”, Journal of Emerging Issues and Challenges in Business & Economics Review at Global Conference on Business & Economics, Florence, Italy, 08. ISBN:978-0-9742114-5-9
- Rana,S. “*Strategic Options and Planning in the Education Industry, does income balance the outcome?*” Oxford Conference on Business and Economics, Oxford, UK, 09. ISBN: 978-0-9742114-1-9
- Rana,S. “*Quality Management in Higher Education-A Perspective*”, COMSAT International Business Conference, 09.

Professional Development in Learning and Training

Digital Marketing and Data Analytics Courses

- Foundation of Digital Marketing and E-Commerce- Google (Sep-Dec,2022)
- Master Class-Google Data Studio (Jan,2023)
- Excel Skills for Business- Macquarie University (March,2023)
- The Complete Data Analytics Course in Excel-Udemy (May,2023)

United Nation Courses

- UN Cares Workshop on HIV/AIDS (Dec,2014)
- UN Course on Basic Security on the field II (Feb,2015)
- UN Course on Prevention of Harassment, Sexual Harassment and Abuse of Authority (Feb,2015)
- Training on First Aid, CPR and AED (Feb,2015)

Statistical Data Courses

Qualitative research

- **Qualtrics** Creation, collection and analysis (NYU,Oct 2014)
- **NVivo** Code and organize data (NYU, Sep 2014)

Quantitative Research

- **AMOS** (LSE, Dec 2013)

Structural equation modeling, Exploratory Factor Analysis, Confirmatory Factor Analysis (Instrument Testing) and Mediation variables (Data Analysis)

- **SPSS** (LSE, Sep-Dec 2013)

Logistic Regression, Factor Analysis, Discriminant Analysis, Canonical Correlation, Cluster Analysis (hierarchical and non-hierarchical), Experiential Research (Conjoint Analysis), Analysis of Variance and Analysis of Covariance, Multivariate Analysis of Variance and Multivariate analysis of covariance

- **STATA** (LSE, Dec 2012)

Data entry, Statistical summary and Analysis

Research through project management and MS project

- Introduction to Project Management (LSE, April 2014)

Professional development

- Time management (LSE, June,2014)
- Introduction to Case Study writing techniques (LSE, April2013)

Honors and Awards

- Full tuition remission scholarship for MS, Lahore School of Economics 2006- 2009
- Full tuition remission Scholarship for MBA, Lahore School of Economics 2005- 2006

Professional Memberships

- Member of Society of Human Resource Management-SHRM Chapter since 2014
 - Member of The Indus Entrepreneurs-TiE, for Young Entrepreneurs' since 2007
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