

Shabana Sharif

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WRITING INTERESTS

Genres: Creative non-fiction, memoir, speculative non-fiction, and personal essays

Topics and Themes: identity, culture, childhood, Indian indentureship, motherhood, and complex PTSD

WRITING COURSES AND CLASSES

Memoir I – Gotham Writers Workshop	Winter 2023
Memoir II – Gotham Writers Workshop	Spring 2023
Essay Writing – Writing Workshop – Joselin Linder	Spring 2023
Memoir II Book – Gotham Writers Workshop	Summer 2023
Personal Nonfiction Writing – Sarah Dohrmann	Summer 2023
Advance Memoir Writing – Writing Workshop	Fall 2023
Plot: Machinations – Gotham Writers Workshop	Winter 2024
Writing Deliciously – Kundiman	8/2023
Writing with Conscience – Kundiman	10/2023
Writing Parents – Kundiman	11/2023
Essay & Opinion Writing I – Gotham Writers Workshop	Winter 2025
Stand-up Comedy – Manhattan Comedy School	Winter 2025
Stand-up Comedy – Manhattan Comedy School	Spring 2025

WRITING GROUPS

Creative Writing Group, Co-Facilitator (in-person monthly)	2025
Memoir Writing Group, Creator and facilitator (in-person monthly)	2023 – 2024
Healing Writing Group, Co-Facilitator (virtual monthly)	2023 – 2024

WRITING WORKSHOPS

Tin House Summer Workshop 2024, Participant	July 2024
Tin House Winter Workshop 2024, Participant	February 2024

WRITING ACHIEVEMENTS

PEN Emerging Voices Fellowship 2023, Finalist

PUBLICATIONS

"Accidental Dating," Indo-Caribbean Beauty Magazine, February 2025.

"Complex PTSD: A Journey of Childhood Trauma and Healing," Brown Girl Magazine, June 2024.

"Back That Ass Up – Mom," Brown Gyal Diary, April 2024.

"The Crown's Successor – Independence," The West Indian Newspaper, May 2023.

"Servitude for All," The West Indian Newspaper, February 2014.

"Bolo Bahen," The West Indian Newspaper, August 2009.

WRITING SUBMISSIONS & APPLICATIONS

Narratively, 2024 Memoir Prize, Plait Essay	December 2024
The Kenyon Review, Developmental Editing Fellowship for Emerging Writers	December 2024

WRITING EXPERIENCE

Personal Essay Reader , <i>The Rumpus</i>	2023 – 2025
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EDUCATION

Executive Master of Public Administration , <i>Baruch College</i> , New York, NY	June 2015
M.S., Students with Disabilities , <i>City College of New York</i> , New York, NY	February 2009
B.S., Marketing , <i>St. John's University</i> , Queens, NY	May 2005

EXPERIENCE

<i>New York City Mayor's Office of Management and Budget</i> , New York, NY	2016 – 2017
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Policy and Budget Analyst

- Assist with managing the New York City Department of Education's \$7 billion budget and the City University of New York's \$3 billion budget.
- Research, monitor, and evaluate education legislative and policy proposals by the Mayor's education agenda; manage and assess educational needs and resources.
- Develop budget analyses, policy memoranda, and legislative analyses for NYC Mayor's Office use.
- Monitor and expedite all budget modification and agency-restricting proposals and ensure compliance with an approved quarterly financial plan.
- Research Early Learn education programs and policies to develop an internal memorandum and collaborate with an interagency transition.

<i>The Literacy Trust</i> , New York, NY	2015 – 2016
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Program Manager

- Managed programs at 15 public schools through Young Men's Initiative throughout New York City
- Coached, trained, and mobilized a team of over 140 educators to deliver one-on-one instruction
- Conducted monthly site visits to ensure program fidelity, observed sessions, shared diplomatic feedback, liaised with administrators, and provided professional development.
- Utilized qualitative and quantitative data to track progress and co-developed policy standards
- Co-supervised and trained a cohort of 15 AmeriCorps members through NYC's City Service Corps

<i>St. Nicks Alliance</i> , Brooklyn, NY	2014 – 2015
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Education Manager and Lead Coach

- Researched and identified best practices, assessed academic program performance developed strategies for improving performance, including tools, policies, and practices for 3,500 students
- Developed division resources and worked closely with 13 after-school sites to create training presentations and curricula based on feedback, data, and observations.
- Created and supervised a tutoring program partnering with Borough of Manhattan Community College
- Created, administered, and analyzed surveys and focus groups to develop Bookmobile and literacy programming; created and managed Bookmobile's website and social media accounts

<i>Jahajee Sisters</i> , Queens, NY	2008 – 2014
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Co-Founder & Steering Committee Member

- Managed and organized leadership and monthly community-building programs
- Facilitated and secured funding for three cycles of the Young Women's Leadership Institute weeklong program consisting of 15 participants, addressing issues related to sexual health and reproductive justice
- Created e-mail newsletters, managed website and social media accounts for over 300 people

<i>New York City Department of Education</i> , Queens, NY	2009 – 2014
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Special Educator

- Collaboratively planned and created curriculum, lessons, projects, and assessments with co-teachers
- Developed, created, and implemented individual education plans with school staff and parents

- Instructed and managed 30 middle school students through lectures, discussions, group activities, and demonstrations; fostered multicultural education in the classroom; integrated technology into instruction with Microsoft PowerPoint, Microsoft Word, Microsoft Excel, Google Drive, Keynote, and iMovie

VOLUNTEER EXPERIENCE

Direct Services Volunteer , <i>Sakhi</i> , New York, NY	2006 – 2009
Tutor , <i>South Asian Youth Action</i> , Queens, NY	2006 – 2007
English/Math Teacher , <i>Women's Action Group CHELSEA</i> , Delhi, India	2005 – 2006

COMPUTER SKILLS

Microsoft Office, Google Workspace, Adobe Suite, iLife Suite; Other: Salesforce, Canva, Slack

PROFESSIONAL DEVELOPMENT

Jahajee – Indo-Caribbeans for Gender Justice, Leadership & Empowerment Institute (2024-2025)
 Waldorf Weekend: Foundations and Fundamentals of Waldorf Education (2023)
 The New American Leaders Project's Ready to Lead, Participant (2016)
 Generation Waking Up Leadership Training, Participant (2013)
 Coro's Immigrant Civic Leadership Program, Participant (2012-2013)