

M. Omar Siddiqi

MA, MPA

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Denton, TX 76205

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OVERVIEW

Skilled speaker, writer, analyst, and administrator, seeking a position in state or local government that makes best use of my superlative communication skills, keen editorial eye for detail and, and attentiveness to continual process improvement.

EXPERIENCE

Mgmt Analyst, City of Denton Parks and Recreation

Oct. 2021 - Present

Responsible for interdepartmental weekly communications, structuring performance measurement metrics, editing internal and external documents, speaking before Council, leading a politically complex public memorialization effort at a city park.

Data Specialist, Signal Advisors

Mar. 2021 - Nov. 2021

Responsible for creating client annual reviews, suggesting annuity policies ripe for replacement, liaising directly with financial advisors (our clients), attending to and troubleshooting data issues as they arise in our Salesforce database.

Editorial Assistant, *The American Historical Review*

July 2018 to August 2020

Created and vetted reviewers for academic monographs, copy-edited reviews and article manuscripts, recommended additional books for review, and suggested editorial directions to pursue at large.

Fellow/Associate Instructor, Indiana University History Dept.

August 2016 to May 2018

Grading and lecturing/teaching duties for American and World history courses. Responsible for breakout seminar sessions with undergraduates.

Fellow/Editorial Assistant, Organization of American Historians

August 2013 to July 2016

Aided Magazine Editor by gathering information for stories, editing articles for publication, and recommending books for review. At the *Journal of American History* I maintained a research database of recent scholarship for OAH members.

Teaching Assistant, University of North Texas History Dept.

August 2011 to August 2013

Grading responsibilities for large undergraduate history sections. Lectured on topics ranging from the Barbary Pirates to Civil War History, and the Global 18th-century Atlantic.

EXPERIENCE, CONTINUED

Budget Analyst, City of Fort Worth August 2008 to May 2009

Responsible for overseeing a multi-departmental budget of over \$50 million, including executive functions such as the City Manager's Office and the Office of the City Attorney. Regularly helped to train and guide city staff in the creation of budget requests. Reconciled departmental accounts with the annual budget on a monthly basis. Researched and wrote a monthly economic report on the City's current and future economic outlook.

Public Information Coordinator, City of Fort Worth October 2007 to August 2008

Worked very closely with the Assistant Budget Director on a citywide public information program that both informed citizens of the prospective scope of an upcoming infrastructure bond program and actively sought their insight into shaping the projects included in that program. Conducted citizen meetings across the city, and wrote, edited, and published informative multi-media content.

City Manager's Assistant/Intern, City of Fort Worth Sept 2006 to October 2007

Worked directly with the City Manager to construct a series of public discussions entitled "The Other Fort Worth" wherein the City Manager met with civic leaders to address the current situation and future approaches to historically underserved city populations, especially those currently experiencing homelessness. Main writer and researcher of a report that framed the policy parameters for the city's prospective gas well revenue based on permanent fund expenditure programs established in other municipalities and sovereignties.

EDUCATION

MA, History. University of North Texas August 2013

Thesis: "Ethnogenesis and Captivity: Structuring Transatlantic Difference in the Early Republic, 1776-1823"

MPA, University of North Texas May 2007

Passed comprehensive exam with distinction

BA, History, University of North Texas Graduated cum laude

SKILLS

Skilled, deft, and sensitive communicator experienced with working directly with the general public and with subject-matter experts

Expert proficiency in researching, drafting, editing, and publishing reports and official documentation with speed, accuracy, and concision

Deep competence with office software including SharePoint, Smartsheet, PowerPoint, Pages, Word,, etc.

Advanced ability with analytical software including Microsoft Excel

Experienced working with diverse teams, constituents, and stakeholders

REFERENCES

Caroline Seward, Business Manager, Denton Parks and Recreation
caroline.seward@cityofdenton.com

Gary Packan, Director, Denton Parks and Recreation
gary.packan@cityofdenton.com

Chris Escoto, Parks Planner, Denton Parks and Recreation
chris.escoto@cityofdenton.com