

GALE NICOLAI, ED.D., MA, MLS, MS, BBA

EMPLOYMENT HISTORY

ADJUNCT PROFESSOR

NorthPoint University,

Aug 2025 - Present

Seattle, WA

- Teach undergraduate and graduate courses in educational psychology, curriculum development, cross-cultural communication, Christian leadership, and ministry education

GIFT SHOP MANAGER

Navarre Pier Funplex, LLC

Apr 2021 - Present

Navarre, FL

- Lead daily retail and pier operations, including staff coordination and customer service
- Manage inventory, merchandising, and stock control
- Supervise, train, and support a team of 11 employees
- Build weekly schedules and maintain staffing coverage
- Support events and guest experiences in a high-traffic environment

INSTRUCTOR

Florida Virtual School, Okaloosa Youth Academy

Oct 2024 - Feb 2025

Crestview, FL

- Delivered virtual instruction in assigned subject areas within an alternative education setting
- Adapted lessons and instructional resources to support diverse learning needs

OWNER/DIRECTOR

Shining Light Academy

Jan 2019 - Jun 2021

Navarre, FL

- Directed educational programming for general and special education students
- Led curriculum planning, implementation, and day-to-day school operations
- Taught students across multiple grade levels and learning profiles

TEACHER

Lighthouse Private Christian Academy

Jan 2018 - Dec 2018

Navarre, FL

- Taught fourth-grade core subjects, including Bible, math, reading, English, science, and social studies
- Designed curriculum, lesson plans, and daily instructional activities
- Led weekly elementary chapel services and student engagement activities

SUBSTITUTE TEACHER

Santa Rosa County Schools

Sep 2016 - Jan 2018

FL

- Provided classroom coverage across K–12 general and special education settings
- Implemented lesson plans and maintained classroom continuity in the absence of the primary teacher

YOUTH ASSISTANT

United States Air Force

Apr 2016 - Sep 2016

Hurlburt Field, FL

- Designed and managed the Hurlburt Field teen program
- Developed weekly lesson plans and structured programming
- Facilitated educational and recreational activities for youth participants
- Promoted program events and family engagement initiatives

ADJUNCT INSTRUCTOR <i>Bedford Community Education</i> • Taught community education courses, including computer skills for seniors and introductory game design	Sep 2015 - Dec 2015 <i>Bedford, NC</i>
TEST PROCTOR <i>Bedford Public Schools Adult Education</i> • Administered Pearson VUE GED and certification exams in accordance with testing standards	May 2014 - Dec 2015 <i>Lambertville, MI</i>
SENIOR EXECUTIVE SECRETARY – OFFICE OF THE VICE PRESIDENT FOR RESEARCH <i>University of Michigan</i> • Provided project administration for the University of Michigan Human Research Protections Program • Coordinated the AAHRPP accreditation initiative • Supported research compliance reviews and non-compliance investigations • Prepared data analysis and reporting to inform regulatory and operational decisions	Apr 2006 - Dec 2010 <i>Ann Arbor, MI</i>
RESEARCH REGULATORY AFFAIRS ASSISTANT – OFFICE OF RESEARCH AND GRADUATE STUDIES <i>University of Michigan</i> • Analyzed research compliance issues and prepared supporting documentation • Drafted regulatory affairs documents and internal communications • Coordinated meetings, seminars, and programs supporting regulatory affairs initiatives • Provided administrative support to medical school compliance committees	May 2004 - May 2006 <i>Ann Arbor, MI</i>
DEPARTMENT SECRETARY – OFFICE OF RESEARCH AND GRADUATE STUDIES <i>University of Michigan</i> • Supported the Associate Dean through scheduling, coordination, and office administration • Provided staff support for the Medical School Conflict of Interest Committee	Dec 2002 - May 2004 <i>Ann Arbor, MI</i>
ADMINISTRATIVE ASSISTANT – MIS <i>Hattie Larlham</i> • Delivered technical training and end-user support • Provided help desk support across systems and applications • Mapped unit functions to support upgrades to the electronic care management system	Jan 2002 - Dec 2002 <i>Mantua, OH</i>
OFFICE MANAGER <i>Hoffman Sales and Development</i> • Managed accounting, sales, and marketing operations for a real estate development firm	Dec 2000 - Jul 2001 <i>Gastonia, NC</i>
FEDERAL SALES SPECIALIST <i>Microsoft, Inc.</i> • Sold technical support solutions to federal agency clients • Managed a portfolio of more than 250 global accounts	Sep 1998 - Jun 1999 <i>Charlotte, NC</i>
SENIOR ADMINISTRATIVE ASSISTANT <i>Microsoft, Inc.</i> • Prepared reporting and operational analysis for Windows NT technical support teams • Oversaw administrative operations for three technical support centers • Supported the Director of Windows NT Technical Support through executive administration and coordination	Jun 1994 - Sep 1998 <i>Charlotte, NC</i>

EDUCATION

MASTER OF HISTORY Expected 2026

Liberty University, Lynchburg, VA

DOCTOR OF EDUCATION IN COMMUNITY CARE AND PASTORAL COUNSELING2026

Liberty University, Lynchburg, VA

MASTER OF ARTS IN SPECIAL EDUCATION2021

Arizona State University, Tempe, AZ

MASTER OF LIBERAL STUDIES2016

Arizona State University, Tempe, AZ

MASTER OF SCIENCE IN CLINICAL RESEARCH ADMINISTRATION2008

Eastern Michigan University, Ypsilanti, MI

BACHELOR OF BUSINESS ADMINISTRATION, SUMMA CUM LAUDE1998

Montreat College Montreat, NC

SKILLS

Educational psychology, curriculum design, instructional design, online teaching, student engagement, assessment strategy, curriculum mapping, learning technology, instructional coaching, program development, data analysis, research compliance, project administration, and data visualization.

TECHNICAL EXPERTISE

Systems & Automation Engineering: Skilled in using legacy databases, telecommunications reporting systems, and data visualization tools to streamline student tracking, instructional planning, and operational reporting.

Enterprise Administration: Experienced in managing high-volume workflows, software licensing, and multi-site telecommunications operations with a focus on accuracy, coordination, and efficiency.

Data Security: Formally trained in electronic cryptographic systems, with experience supporting secure information handling, confidentiality, and compliance-focused practices relevant to education settings.

E-Learning Systems: Proficient in Populi, Canvas, and Blackboard to build accessible, aligned, and effective in-person and remote learning experiences.

ADDITIONAL INFORMATION

PUBLICATIONS

Mercy, It Was Never About Me. Self-published memoir.

Doctoral Dissertation

A Phenomenological Study of the Role of Spiritual Practices in Coping with Divorce Loss. Dissertation completed July 2025.

Conference Presentation

Assessing the Accreditation Application Effort Burden: A Survey of Institutions Accredited by the Association for the Accreditation of Human Research Protection Programs (AAHRPP). Poster session presented at the Drug Information Association Annual Meeting, Boston, MA, 2008.

MILITARY EXPERIENCE

United States Air Force

Electronic Cryptographic Systems Equipment Specialist. Honorable discharge.