

CURRICULUM VITAE



Imee Colonia Acosta

personal data

Date of Birth: June 08, 1973
Gender: Female
Marital Status: Married

contact information

37 Al Yamama Street,
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Bin Omran, Doha, Qatar
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skills summary

- budget management
- travel coordination
- logistics coordination
- decision-making
- project management
- report preparation
- research, inquiry, & collaboration
- organization & coordination
- computer proficiency
- customer service
- correspondence, scheduling
- marketing & sales
- event management

Academic Preparation

Education

Doctor of Education major in Industrial Technology Management
Technological University of the Philippines
Manila, Philippines – 2016

Master in Business Administration (MBA)
Philippine Christian University
Manila, Philippines – 2014

Bachelor of Elementary Education major in Social Science
Cebu Normal University
Osmeña Boulevard, Cebu City, Philippines – 1994

Special Education Experience

Diploma in Business Administration (BA)
Helmsley Fraser, London, United Kingdom – 2012

Licensure and Certification

Licensure Examination for Teachers (1994)
Certified Administrative Professional by the International Expert Rating (2011)

Professional Practice

Academic/Teaching Experience

Adjunct Instructor, The Business of Design
Virginia Commonwealth University School of the Arts in Qatar – 2016 to present
Part-time appointment, responsible for teaching, evaluation, assessment, and service.

Department Coordinator, Early Childhood Education Center
Middle East International School, Doha, Qatar - 2002-2004
Full-time appointment, responsible for supervision, quality assurance, teaching, evaluation, assessment, and service.

High School Social Studies Teacher
International Baccalaureate Program
Cebu International School, Philippines - 2001-2002
Full-time appointment, responsible for teaching, evaluation, assessment, research and service.

Pre-school, Elementary, and High School Teacher
PISCO Private School, Abu Dhabi, United Arab Emirates - 1995-2001
Full-time appointment, responsible for teaching, evaluation, assessment, and service. Subjects taught: Social Studies for Elementary & High School; Reading, Math, Science, Filipino for Pre-school

Elementary Social Studies Teacher
Philippine Christian Gospel School – 1994-1995
Cebu City, Philippines
Full-time appointment, responsible for teaching, evaluation, assessment, and service.

professional service

- Tasmeem International Design Conference Logistics Coordinator – 2011-2015 - VCUQ
- Virginia Commonwealth University in Qatar Annual Fashion Show Logistics Coordinator – 2009-2016
- Freelance lecturer for Philippine School Doha Teachers and Students from 2006-present
- Works with graduate students of Philippine Christian University Graduate Extension program in the Middle East as Research Consultant.
- Works with undergraduate and graduate students in various Colleges and Universities in Cebu City as freelance lecturer, trainer, and workshop leader. 2014-present

Administrative Experience

Academic Business Specialist

Virginia Commonwealth University in Qatar – 2009 to present

Full-time appointment, responsible for organization, coordination, research-inquiry, collaboration, project & event management, travel coordination, budget & procurement organization, and customer service.

Sales Coordinator

Qatar National Convention Center (QNCC) – 2008-2009

Full-time appointment responsible for planning, coordination and participation to international sales trips, tradeshow, exhibitions, and conferences.

Administrative Assistant for Marketing and Public Relations Department

College of the North Atlantic Qatar – 2006-2008

Full-time appointment responsible for organizing vendor database, advertising contracts & renewals and routine financial processes.

Secretary for Material Management Department

Hamad Medical Corporation, Al Khor Hospital, Doha, Qatar – 2004-2006

Full-time appointment responsible for supervision of distribution of hospital equipment/ supplies and general labor staff to ensure proper handling and distribution of supplies and equipment.

Professional Growth and Learning

(In the last 10 years)

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| 2016 | <ul style="list-style-type: none">• 24th Annual Administrative Professionals Conference
Hyatt Regency, Chicago, IL, USA• Personal Development Workshop: Engage & Interact by David Burton I
Empower Yourself by Jeanine Bailey & Marie Quigley
Intercontinental Hotel, Doha, Qatar |
| 2015 | <ul style="list-style-type: none">• SPSS Training and Workshop
Research-Seminar-Workshop in Dissertation and Thesis Writing
Philippine School Doha, Doha, Qatar• Professional Development Workshop
Spearhead Training, Doha, Qatar |
| 2014 | <ul style="list-style-type: none">• Conference Presenter, International Conference on Business and Social Sciences (ICBASS 2014), Tokyo, Japan |
| 2013 | <ul style="list-style-type: none">• Financial Accounting for Non-financial Managers
Harvard University, Continuing Education Program, Cambridge, MA, USA |
| 2012 | <ul style="list-style-type: none">• Diploma in Business Administration
Helmsley Fraser, London, United Kingdom |
| 2011 | <ul style="list-style-type: none">• Advance Skills for Administrative Professionals
West Bay Training & Consulting, V-Qatar• Certification Course, Administrative Fundamentals, Expert Rating
International• The Professional Administrative Manager
Management Center Europe, Munich, Germany |
| 2010 | <ul style="list-style-type: none">• Adobe Suite Course (Illustrator, In-Design, Photoshop) |
| 2009 | <ul style="list-style-type: none">• Virginia Commonwealth University Qatar, Doha, Qatar |
| 2008 | <ul style="list-style-type: none">• Masterclass for Executive Assistants, PAs & Administrative Professionals -
College of the North Atlantic-Qatar, Doha, Qatar |
| 2007 | <ul style="list-style-type: none">• Administrative Assistants' Professional Development Day, CNAQ• Dealing with Dissatisfied Customers – A workshop for CNAQ Local Hires• IAAP Professional Development Day: Office of the Future 2020, CNA-Q Way
- College of the North Atlantic Qatar, Doha, Qatar |

memberships

- American Society of Administrative Professionals (ASAP)
Contact: 1-888-960-ASAP
info@asaporg.com
- Association of Teacher Educators (ATE) - 2016
P.O. Box 793 • Manassas, VA 20113
- Association of Filipino Educators in Qatar (AFEQ) Member – 2014 to present
- Filipino Graduate School Toastmasters Club, Doha, Qatar

- 2006
- Taking Minutes of Meeting, Telephone Interaction, Service Level Agreement, Al Khor Hospital, HMC, Doha, Qatar
 - Basic Life Support, Customer Service, Occupational Health & Safety (OHS), and Corporate Orientation Seminar, Hamad Medical Corporation, Doha, Qatar

Research Papers

In Pain and in Wail: The Effects of Workplace Abuses to Migrant Women Workers in Informal Employment (Refereed, Published)

Published at WIEGO, WIEGO Secretariat, Harvard University, 79 John F. Kennedy Street, Cambridge, MA 02138, USA. <http://wiego.org/publications-resources/categories/7199>

Presented at the International Conference for Business and Social Sciences (ICBASS 2014), March 28-30, 2014, Tokyo, Japan. ISBN 978-986-89298-7-6

Selected as Best Manuscript from ICBASS-Higher Education Forum-The Standards International Journal (The SIJ), held in Tokyo, Japan, organized by Higher Education Forum, Taiwan

From Anxiety to Reality: Understanding the Lived-Experiences of Higher Education Institutions' Faculty on the Impact of the K-12 Implementation in the Philippine Education System (Refereed, Published)

Published at IJER, International Journal of Education and Research. Vol. 4 No. 3 March 2016. ISSN: 2411-5681. www.ijern.com

Seeing Through a Magnifying Lens: A Qualitative Inquiry of K-12 Readiness of Faculty Members from Higher Education Institutions in the Philippines (Refereed, Published)

Published at Researcher's World, Journal of Arts, Science, and Commerce. International Refereed Research Journal. ISSN: 2229-4686 DOI: 10.18843/rwjasc/v7i4/01

Teachers' Perceptions on Senior High School Readiness of Higher Education Institutions in the Philippine (Refereed, Published)

Published at Horizons Publishing, Universal Journal of Educational Research. ISSN: 2332-3205 (Print) ISSN: 2332-3213 (Online) DOI: 10.13189/ujer.2016.041024

Does Teacher Licensure Matter? Basic Education Reform in the Philippines

Accepted for Publication at Macrothink Institute, International Journal of Education. ISSN: 1948-5476

Perils of Thought: Looking at the Perceptions of Overseas Domestic Workforce Before, While, and After Staying with their Employers (For submission)

Unheard Voices: A Phenomenology of the Lived Experiences of Migrant Women Workers in Doha, Qatar (For submission)

I Will Survive: Coping Behaviors as Intervening Mechanisms to Survive Appalling Workplace Abuses (For submission)

A Mixed Methods Study on Senior High School (SHS) Readiness of Selected Higher Education Institutions (HEIs) in the Philippines

Thesis & Dissertation Consultant

"Social Relationship and Academic Performance of Students with Records of Disciplinary Offenses in the Prefect of Discipline in Philippine School Doha"

Master in Education - IEM, TUP Graduate Program – 2015

references

Mrs. Sandra Bell Wilkins
Chair, Fashion Department
Virginia Commonwealth
University-Qatar
M: +974 55378497
E: sbwilkin@vcu.edu

Dr. Eduardo P. Malagapo
Dean, Graduate Program
Philippine Christian
University, Middle East
Extension Program
M: +96650680 2972
E: dredmalagapo@gmail.com

Mrs. Muneera Spence
Chair, Graphic Design
Virginia Commonwealth
University-Qatar
M: +974 30133465
E: muspence@vcu.edu

"Disciplinary Offenses, Disciplinary Practices, and the Social Development of Selected Secondary Students of Philippine School Doha during the School year 2015 – 2016"
Master in Management, TUP Graduate Program - 2015

"Disciplinary Offenses, Disciplinary Practices, and the Social Development of Selected Secondary Students of Philippine School Doha during the School year 2015 – 2016"
Master in Management, TUP Graduate Program - 2015

"Organizational Sustainability and Performance of the Philippine Schools in Qatar"
Doctor of Education- IEM, TUP Graduate Program – 2015

"Work Engagement and Performance of Non-Teaching Staff of Virginia Commonwealth University in Qatar" - *Master in Management, TUP Graduate Program – 2015*

"Assessment of the Profile, Core Qualifications, Emulating Attributes and Core Competencies of the Top Executives in Managing the Philippine Schools Overseas"
Ph.D. in Business Management, PCU Graduate Program Middle East - 2016

"Operations Strategy to Achieve Sustainability in the light of Oil Oversupply and Price Deflation" - *Ph.D. in Business Management, PCU Graduate Program Middle East - 2016*

"Towards Valuable Source of Sustainable Competitive Advantage in Oil & Gas Sector Through Human Capital"
Ph.D. in Business Management, PCU Graduate Program Middle East - 2016

Professional Engagements

Speaker: "Taking Meeting Notes: The Key to Accuracy", Interior Design Department, Virginia Commonwealth University-Qatar, September 2016

Workshop Leader: "Design Thinking and Problem-Solving: A Workshop for Senior High School", Philippine School Doha, September 2016

Workshop Leader: "Office Management Fundamentals for Non-Teaching Staff", Philippine School Doha, August 2016

Workshop Leader: "Personal Development Workshop for Non-Teaching Staff", Philippine School Doha, August 2016

Workshop Leader: "Design Thinking and Leadership: A Workshop for Student Leaders", Philippine School Doha, July 2016

Keynote speaker: "Teachers' Matter" INSET 2016, Philippine School Doha, June 2016

Speaker: "Stress Management for Student Leaders", Philippine School Doha, 2 July 2015

Workshop Leader: "Hegemonizing Technology in the Classroom: 120 minute Workshop", Philippine School Doha, June 2015

Paper presenter: "In Pain and in Wail: The Effects of Workplace Abuses to Migrant Women Workers in Informal Employment" International Conference for Business and Social Sciences (ICBASS), Tokyo, Japan, March 2014