

WINSTON E. MALCOLM

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SUMMARY OF QUALIFICATIONS

- Business professional with several years of comprehension experience in business analysis, marketing, recruiting, consulting, teaching, training, and tutoring.
- Significant experience in researching, writing books and articles, and translating documents
- Coordination and implementation of educational programs including: continuing education programs, curriculum design, planning, seminars development and developing policies and procedures.
- Fully Bilingual –Spanish/ English.

ADMINISTRATIVE EXPERIENCES

- Curriculum Director for Progreso Tutoring, three years experience recruiting students, supervising program implementation, designing curriculum, designing teaching methodology for Spanish parents, promote services, serving as liaison between School and parents, market research, grant writing, books writing, and documents translations.
- Coordinator for Continuing Education at the University of Panama for four years: coordinating, planning, promoting on campus ESL training program, recruiting students, and mentoring students on goal setting.
- President for the Professor's Association for two years, supervising professor's performance and assigning subjects to be taught.
- Banking Commission in Panama, four years as an Economic Analyst, reviewing banks Financial Statements and advising on future measures.

TEACHING EXPERIENCE

- Instructor and Tutor for three years at Progreso Tutoring, facilitating seminars, teaching Spanish classes and tutoring students at all level (grades K- University) in various subjects.
- Continuing Education Spanish and Accounting Instructor for two years and tutoring Spanish and Business courses to disabled students for eight years.
- Professor of Economics, Finance, Accounting and ESL for 8 years at The University of Panama.

EDUCATION

USF – TAMPA, FL. Graduate courses towards a master's degree in Latin American & Caribbean Studies 2007

ISA UNIVERSITY - PANAMA CITY, PANAMA - MASTERS IN ACCOUNTING - 2004

UNIVERSITY OF PANAMA – PANAMA CITY, PANAMA

- 2002 - Post-graduate degree in Accounting with Concentration in Controllershship
- 1987 - Bachelor's degree in Business Administration
- 1983 - Bachelors' degree in Economics

HILLSBOROUGH COMMUNITY COLLEGE - TAMPA, FLORIDA

- 1995 - Associate degree in Marketing Management and Legal Assistant

CERTIFICATIONS AND ACREDITATIONS:

Florida Department of Education

- Certifiable Spanish Teacher
- Pass State Exam for English Essay Writing, and for Professional Educators

ATA - American Translators Association - Active member

- English/Spanish translator.

References: Available upon request