

TRACY BOWENS

INSTRUCTIONAL DESIGNER /
TECHNICAL WRITER /
TRAINER

GET IN TOUCH WITH ME

✉ tracynbowens@gmail.com

PROFESSIONAL EXPERIENCE

INSTRUCTIONAL DESIGNER / TECHNICAL WRITER /TRAINER / PROJECT MANAGER / BUSINESS ANALYST 1999 – Present

Independent Contractor *Clients (Partial List): NYU, Stevens Institute of Technology, CBS, AIG, BookRags, US Review of Books, Sprachen & Dolmetscher Institut München (Munich, Germany), European University (Munich, Germany)*

Employers: digital publishing (Munich, Germany), Inlingua (Munich, Germany), Wall Street Institute (Munich Germany), Linguarama (Munich, Germany); Republic of Cape Verde Public Schools (Cape Verde, West Africa)

- Design and create content for websites; deliver technical documentation.
- Analyze books to create study guides and book reviews.
- Develop online, face-to-face and blended learning courses.
- Teach face-to-face and online undergraduate and graduate level business courses, technical writing courses and ESL courses (Business and General English) to teenagers and adults.
- Author original business case studies based on current industry events; authored articles for weekly magazine for ESL students; served as editor for quarterly newspaper written by ESL students.
- Provide test preparation for TOEFL, TOEIC, GMAT, Cambridge and other English language exams.

CORE STRENGTHS

ANALYTICAL SKILLS SKILLED

GLOBAL COMMUNICATOR SKILLED

TEAM LEADER SKILLED

CREATIVE THINKER SKILLED

CLIENT RELATIONS SKILLED

PROJECT MANAGEMENT SKILLED

CULTURAL ADAPTATION SKILLED

WRITING SKILLS SKILLED

PROGRAMMING GOOD

TRAINING SKILLED

DITA XML STANDARD GOOD

PHOTOSHOP GOOD

PYTHON GOOD

Spoken Languages :

FRENCH GOOD

GERMAN AVERAGE

PROFESSIONAL HIGHLIGHTS

- Contributed to the creation of ESL course curriculum for future teachers in Cape Verde.
- Won award at IBM for devising process improvements.
- Served on accreditation committee at the European University.
- Promoted to Service Manager at Wall Street Institute due to training and management skills.
- Initiated and designed project management site.
- Authored two original fiction ESL graded readers.

TRACY BOWENS

PROFESSIONAL EXPERIENCE

(Continued)

PRADA (IPI USA), NEW YORK, NEW YORK 1998 -- 1999

Financial Budgeting & Reporting

BELL ATLANTIC NETWORK INTEGRATION, NEW YORK, NEW YORK 1995 – 1998

Pinnacle Alliance – Providing Computer Service Delivery Business Management for JP Morgan

Project Manager

WEOK BROADCASTING COMPANY, POUGHKEEPSIE, NEW YORK 1994-1995

Sales Associate

IBM CORPORATION, RTP, NC AND POUGHKEEPSIE, NEW YORK 1986 – 1994

Business Planner, Financial Analyst, Senior Associate Business Planner, Accountant, Systems Engineer

EDUCATION

TESL/TEFL Certificate (2010)

Fuqua School of Business, Duke University Durham, North Carolina

Masters in Business Administration (1986)

Duke University Durham, North Carolina

Bachelor of Arts in English (1984)