

CURRICULUM VITAE



Imee Colonia Acosta

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personal data

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

contact information

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Building 55
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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.

Lecturer, Workshop Leader, and Trainer
EPM & Associates, Graduate Extension, Middle East Chapter – 2014 to present
Philippine School Doha, Doha, Qatar – 2006 to present
Part-time appointment, responsible for teaching, training, 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, Cebu City, Philippines – 1994-1995
Full-time appointment, responsible for teaching, evaluation, assessment, and service.

memberships

- Member of Mixed Methods International Research Association (MMIRA)
- Member of Qualitative Research Association Malaysia (QRAM)
- Member of the IASPER (International Association of Scholarly Publishers, Editors, and Researchers)
- 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

Administrative Experience

Graphic & Fashion 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)

- 2016
 - 24th Annual Administrative Professionals Conference (APC)
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
 - 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
 - Financial Accounting for Non-financial Managers
Harvard University, Continuing Education Program, Cambridge, MA, USA
- 2013
 - Advance Skills for Administrative Professionals
West Bay Training & Consulting, V-Qatar
- 2012
 - Certification Course, Administrative Fundamentals, Expert Rating
International
- 2011
 - The Professional Administrative Manager
Management Center Europe, Munich, Germany
 - Adobe Suite Course (Illustrator, In-Design, Photoshop)
Virginia Commonwealth University Qatar, Doha, Qatar
- 2010
 - Masterclass for Executive Assistants, PAs & Administrative Professionals -
College of the North Atlantic-Qatar, Doha, Qatar
- 2009
 - **Administrative Assistants' Professional Development Day, CNAQ**
- 2008
 - 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
- 2007
 - Taking Minutes of Meeting, Telephone Interaction, Service Level
Agreement, Al Khor Hospital, HMC, Doha, Qatar
- 2006
 - Basic Life Support, Customer Service, Occupational Health & Safety (OHS),
and Corporate Orientation Seminar, Hamad Medical Corporation, Doha,
Qatar

skills summary

- collaborative teaching
- scheduling
- 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

Research Papers

Looking into the Readiness of Higher Education Institutions to the Implementation of K-12 Curriculum in the Philippine Education System: A Mixed Methods Study (co-authored with Alexander S. Acosta) *Submitted for presentation at MMIRA Asia Regional Conference 2017 / 3rd JSMMR Conference 2017: Achieving Transformation through Mixed Methods Research, Osaka, Japan*

In Pain and in Wail: The Effects of Workplace Abuses to Migrant Women Workers in Informal Employment (co-authored with Alexander S. Acosta) *Refereed, Published at WEIGO, WIEGO Secretariat, Harvard University, 79 John F. Kennedy Street, Cambridge, MA 02138, USA. <http://wiego.org/publications-resources/categories/7199>*

Paper 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

A Sequential Exploratory Mixed Methods Study on the Lived Experiences of Migrant Women Household Workers (co-authored with Alexander S. Acosta, for submission)

Perils of Thought: Looking at the Perceptions of Overseas Domestic Workforce Before, While, and After Staying with their Employers (co-authored with Alexander S. Acosta, for submission)

I Will Survive: Coping Behaviors as Intervening Mechanisms to Survive Appalling Workplace Abuses (co-authored with Alexander S. Acosta, for submission)

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 (co-authored with Alexander S. Acosta) *Refereed, 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 (co-authored with Alexander S. Acosta) *Refereed, Published at Researcher's World, Journal of Arts, Science, and Commerce. International Refereed Research Journal. ISSN: 2229-4686 DOI: 10.18843/rwjasc/v7i4/01*

*Paper presented at the International Conference for Business, Education, Engineering, and Sciences, Waldorf Astoria, Palm Jumeirah, Dubai, United Arab Emirates. November 25-28, 2016
Event is organized by IASPER (International Organization of Scholarly Publishers, Editors, & Reviewers)*

*Selected as Best Paper for Education Category
Selected as Best in Oral Presentation for Education Category*

Teachers' Perceptions on Senior High School Readiness of Higher Education Institutions in the Philippines (co-authored with Alexander S. Acosta) *Refereed, 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 (co-authored with Alexander S. Acosta, for submission) *Refereed, Published at Macrothink Institute, International Journal of Education. ISSN: 1948-5476*

Operations Strategy to Achieve Sustainability in the light of Oil Oversupply and Price Deflation (co-authored with Frederick Go)

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

Towards Valuable Source of Sustainable Competitive Advantage in Oil & Gas Sector Through Human Capital (co-authored with Nico Paltingca)

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

“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

Professional Engagements & Community Service

Workshop Leader: Summer Training Workshop on Research & Teaching Pedagogy, University of the Visayas, Cebu City, Philippines

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”**, **“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

Guest Lecturer, Human Resource Management (for the Master of Business Administration (MBA) program of the EPM & Associates, Graduate Extension, Middle East Chapter, January 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

Guest Lecturer, Qualitative Research on Phenomenology for the Master of Business Administration (MBA) program of the EPM & Associates, Graduate Extension, Middle East Chapter, November 2014

Guest Lecturer, Business Writing Skills for Managers and Professionals for the Master of Business Administration (MBA) program of the EPM & Associates, Graduate Extension, Middle East Chapter, September 2014

Lecturer, Workshop Leader, and Consultant: Revitalized NKP Curriculum, Philippine School Doha, Doha, Qatar – 2006-2010

International Presentations

Speaker and paper presenter: 1st PSD Research Colloquium 2017, PSD Gymnasium, Doha, Qatar, March 3, 2017

Paper presenter: "A Qualitative Inquiry of K-12 Readiness among Faculty Members from Higher Education Institutions in the Philippines" International Conference on Business, Education, Engineering, & Sciences (ICBEES 2016), Waldorf Astoria, Palm Jumeirah, Dubai, United Arab Emirates, November 25-28, 2016

Research Judge/Panel: International Conference on Business, Education, Engineering, and Sciences, Waldorf Astoria, Dubai, UAE – 2016

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

Awards

Best Paper Award from ICBEES (International Conference on Business, Education, Engineering, & Science), Waldorf Astoria, Dubai, UAE – 2016

Best Presenter Award from ICBEES (International Conference on Business, Education, Engineering, & Science), Waldorf Astoria, Dubai, UAE – 2016

Best Manuscript Award from ICBASS-Higher Education Forum-The Standards International Journal (The SIJ), held in Tokyo, Japan, organized by Higher Education Forum, Taiwan, 2014

Best Research Paper Award, Philippine Christian University, Graduate School. Middle East Extension Program, Doha, Qatar – 2012

Service Award, Virginia Commonwealth University in Qatar – 2014

Best Teacher Award, PISCO Private School, Abu Dhabi, UAE – 1995, 1997, 1999

Service Award, PISCO Private School, Abu Dhabi, UAE - 2000

Best Teacher Award, Middle East International School, Doha, Qatar – 2003

Biographical Sketch

Imee C. Acosta is an Ed. D. graduate of the Technological University of the Philippines Graduate School Program, Middle East Extension. She also holds a Master of Business Administration from Philippine Christian University, in addition to a Bachelor of Elementary Education major in Social Science from Cebu Normal University, Philippines. Currently, she is pursuing her second doctorate degree, Ph.D. in Business Management from the Philippine Christian University, Middle East Graduate Extension Program. She started her professional practice as a teacher for eight years and then held a management position as a department coordinator for two years. Looking for another trajectory of her career, she veered briefly into an administrative profession, but circumstances there led her to stay in that track which eventually became her career up to the present. She is currently working as Business Specialist and Adjunct Instructor for Business of Design at Virginia Commonwealth University in Qatar. She is also a freelance lecturer, trainer, and workshop leader about research, education, and business management for EPM & Associates Graduate Extension Middle East Chapter and Philippine School Doha. As an experienced educator and administrative professional, she continues to be passionate about research, teaching and more importantly about learning. She is also an advocate for research dissemination and practice. She has published and co-authored scholarly articles and researches that were accepted for international publications and presented in international conferences. She also believes that collaborative and participatory research projects are developing interdisciplinary teaching and learning which serve as the primary reasons of her current co-authorships in research projects in the oil and gas industries in Doha, Qatar.