

TRACY BOWENS

PROPOSAL WRITER /
ESL TRAINER

GET IN TOUCH WITH ME ✉
tracynbowens@gmail.com

PROFESSIONAL EXPERIENCE

**Proposal Writer / Project Manager / Business Analyst / Technical Writer / ESL Trainer
1999 - Present**

Employers: *International Hydrographic Organization (IHO) (Monaco), 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)*

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), Inlingua (Orlando, Florida)*

- Collaborate with subject matter experts and research technical content, graphics, and page layouts to create reports for governmental agencies and articles featured on the IHO website.
- Author and manage the development of diverse IHO marketing collateral, coordinating with team members to create complementary aspects. Created a library of documents and images for reuse.
- Analyzed books to create study guides which clearly and concisely communicated complex ideas to students.
- 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.
- Designed and created content for websites based on corporate needs; delivered technical documentation.
- Taught face-to-face and online undergraduate and graduate-level business courses and technical writing courses.

CORE STRENGTHS

- ANALYTICAL SKILLS
- GLOBAL COMMUNICATOR
- TEAM LEADER
- CREATIVE THINKER
- CLIENT RELATIONS
- PROJECT MANAGEMENT
- CULTURAL ADAPTATION
- WRITING SKILLS
- TRAINING
- STRONG FAMILIARITY WITH PROPOSAL WRITING AND PROJECT MANAGEMENT TOOLS

Spoken Languages:

- FRENCH B1
- GERMAN A2

PROFESSIONAL HIGHLIGHTS

- Worked with team members at IBM to craft bid responses that effectively conveyed the company's strengths and qualification to a large government agency.
- Contributed to the creation of an ESL course curriculum for future teachers in Cape Verde.
- Authored two ESL graded readers.
- Promoted to Service Manager at Wall Street Institute due to training and management skills.
- Won award at IBM for devising process improvements.
- Served on accreditation committee at the European University.
- Implemented, tracked, and evaluated first ever mentoring program at the IHO Secretariat in conjunction with the Empowering Women in Hydrography project.
- Facilitated collaboration between the creative team and IT to successfully develop the website for the debut of the television show *Survivor* on CBS.

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)