

## Michael A. Latorre-Quevedo

Email: [mlatorrequevedo@dallasisd.org](mailto:mlatorrequevedo@dallasisd.org)

### EDUCATION

- *MA Spanish Language and Cultures – University of Salamanca, Spain* (2017)
- *M.Ed Curriculum & Teaching of Spanish - Inter American University of Puerto Rico* (2016)
- *MA (21) graduate credit/hours - Instructional Systems - Informatics & Multimedia for Education University of the Sacred Heart – San Juan, Puerto Rico (Transferred)* (2013)
- *MBA Human Resources Management with minor in International Business Management Metropolitan University of Puerto Rico* (2011)
- *BA Humanities & History - University of Puerto Rico* (2002)

### RELEVANT PROFESSIONAL EXPERIENCE

**Dallas County Community College District - Dallas, Texas** (2015-to present)  
Trinidad Garza Early College High School (DISD)  
@Mountain View College (DCCCD)

**Spanish - Adjunct Faculty**

*Dual Credit Spanish 1411 Basic Spanish I & Spanish 1412 Basic Spanish II. AP Spanish Language and Culture & AP Spanish Literature and Culture, Spanish 2 DISD.*

**Ana G. Mendez Univeristy Systems - Dallas, Texas** (2015- 2017)

**Spanish & Bussiness Admistration – Dual Language Adjunct Faculty**

Developed and implemented the following courses: *Human Resources Management, Labor Legislation, Basic Spanish I-II, Academic Writing in Spanish I-II, Advance Academic Writing in Spanish (graduate level) I-II.*

**Dallas Independent School District – Dallas, Texas** (2014-2015)

**Spanish Secondary School Teacher**

Developed and implemented college preparatory *Spanish I, II, Pre-AP Spanish and Native Spanish* courses to high school students.

**Government of the US Virgin Islands - St. Thomas, US Virgin Islands** (2004-2006)

**Spanish Secondary School Teacher**

Developed and implemented a *Spanish instruction-based curriculum for high school students. College preparatory Spanish I, Spanish II and Introduction to Spanish for native Spanish speaking students.* Provided *English* individualized and specialized instruction to international students (Arabia, Africa, French West Indies and Spanish Caribbean).

**Latin American Workshop - New York, NY**

**(2007)**

**Spanish Language Program Coordinator & Instructor**

Developed the curriculum for Spanish classes (adult education), taught conversational *Corporate & Spanish for Health* professionals onsite classes & provided translation services.

**Family & Youth Crisis Intervention Program - St. Thomas, USVI**

**(2005-2006)**

**Spanish Language Instructor and Facilitator**

Developed and implemented an education and *diversity-based Saturday program*. It focused on teaching introductory level-*Spanish*, exploring Latin culture, and implementing community-based initiatives. The program was targeted towards at-risk middle and high school students In addition, the program focused on “African Heritage in the Caribbean”

**FirstBank - US Virgin Islands**

**(2005)**

**Spanish Language Consultant**

Developed and implemented a ten (10) week Introduction to *Spanish for Business* curriculum for senior-level management executives and provided translation services. Instruction focused on Spanish for the business executives in all facets of business relations

**Pearson State Services - San Antonio, Texas**

**(2013 - 2015)**

**Spanish Consultant & Translator**

Provide translation services from *English* into *Spanish* for computer based assessments manuals, forms and documents.

**Pearson Educational Experience Performance Scoring – San Juan, P.R.**

**(2010 - 2013)**

**Bilingual Scoring Director – Pruebas Puertorriqueñas de Evaluación Alternativa (PPEA)**

Responsible for facilitating the accurate and timely delivery of state and district wide learning assessments. His duties include: attending state range finding sessions to define and comprehend state criteria; communicating with customer representatives and responding to customer needs; conducting initial and continual training of large groups to ensure adherence to state criteria (*Spanish, Math, English & Science*); maintaining scorer accuracy through calibration and individual intervention; monitoring scorer rate to determine project progression and scorer effectiveness; providing effective leadership of team of supervisors and scorers; communicating with HR and site management about project expectations and progress. 2011 - Scoring Supervisor, Pruebas Puertorriqueñas de Evaluación Alternativa (PPEA) Grade 4th,8th and 11th. (Spanish, Math, English & Science).

**Pearson VUE - San Juan PR**

**(2011-2013)**

**Bilingual Test Administrator**

Responsible for providing a secure exam delivery. Understands and complies with all testing procedures. Checks in examinees, verifies identification, and explains the exam process. Monitors examinees while testing. Maintains a secure testing environment.

*National and State level professional boards examinations (United States and Puerto Rico)*

**Emadrian Bilingual School – Bayamon, Puerto Rico**

**(2013-2014)**

**English Middle School Teacher**

8<sup>th</sup> grade homeroom teacher, responsible for teaching *English* to sixth, seventh, and eighth graders.

**Westat - San Juan, PR**

**(2012-2013)**

**NAEP Assessment Coordinator**

(NAEP) **National Assessment of Educational Progress 2013** (US Department of Education) Conduct pre-assessment visits with schools, managing an assessment team, leading assessments in schools, maintaining project systems with current information, providing performance feedback to assessments teams, maintaining performance documentation.

**Australian Council for Educational Research (ACER) - San Juan, PR**

**(2012)**

**PISA Quality Monitor**

(PISA) **Program of International Student Assessment 2012** (Organization for Economic Co-operation and Development). Provide information about aspects of test administration, by observing test conditions in a sample of schools. Their primary responsibility is to document the extent to which testing procedures in schools are implemented in accordance with test administration procedures.

**San Juan Educational School - San Juan, PR**

**(2010-2013)**

**Instructor and Facilitator**

Facilitated individualized courses towards High School Diploma to adult students (Accelerated Instruction). Classes: *Chemistry, Biology, History, Spanish, English, Math, Health, Ethics, General Science, General Math*. Serve as intermediary between correctional institution, students and school administration, college admissions orientation, career path mentoring and motivation.

**NCO Financial Systems -San Juan, PR**

**(2003-2004)**

**Quality Analyst - Trainer**

Supervised and Lead Quality Team assisting management in developing strategies, training, drive quality initiatives on client reporting, and ensure consistency throughout call center.

**Colegio San Agustín - San Juan, Puerto Rico**

**(2002-2003)**

**Elementary and Middle School Teacher**

Instructed students in the fifth, sixth, seventh, and ninth grades. Responsible for teaching the following subjects: *Spanish, Science and Health.*

**CONTACT INFORMATION**

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