

Lystra B. Stephens- James

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Email: Lystra_stephens@yahoo.com

Professional Experience:

July 2015	The Mico University College	Jamaica
	<i>External Examiner – BEd Humanities</i>	
July 2014 –present	The University of the West Indies	St Augustine
	<i>Instructor III – Diploma of Education</i>	
May 2009 – present	School of Higher Education Limited	San Fernando
	<i>Lecturer/Facilitator/Director</i>	
	<ul style="list-style-type: none">▪ Entrepreneurship▪ Franchising▪ Currently supervising students’ projects for the Bachelor’s and Master’s programmes	
1983 - 2014	Ministry of Education	Port of Spain
	<i>Dean/Teacher</i>	
	<ul style="list-style-type: none">▪ Advanced Level Accounting▪ Principles of Business▪ Principles of Accounts▪ Students’/Teachers’ Mentoring▪ Senior Teacher/Acting Vice Principal (at times)	

1979 - 1983

Hudson Bay Trading Company

Canada

Audit Clerk

- Audit and Financial Reporting
- Developing Accounting and Management Procedures

1977 - 1979

Port Employees Credit Union

Port-of- Spain

Accounting Assistant/ Petty Loans Officer

- Assisting with the preparation of monthly financial statements for Board of Directors
- Assisting for loan applications
- Preparing monthly payroll and deductions for staff.

1972 - 1977

Joseph's Sanitary Plumbing & Engineering Works San Fernando

Accounts Manager

- Managing Company's Accounting Systems
- Supervising employees

Academic Qualifications:

**Masters in Business Administration (MBA) –
Entrepreneurship and Business Venturing**
Stirling University, Scotland

Technical Teachers' Diploma

Ministry of Education, Trinidad

Bachelors in Business Administration

Brock University, Canada

Diploma in Business Management

Diploma in Accounting

Shaw College, Canada

Professional Memberships:

- Member-Industrial, Commercial and Institutional Accountants {ICIA} (Canada)
- Registered Teacher – Teaching Service Commission of Trinidad and Tobago
- Panel Representative (Trinidad and Tobago) – CAPE Entrepreneurship – Caribbean Examination Council Examination

Developmental Training/Workshops:

- Facilitator – Ministry of Education – CAPE Accounting and CSEC Principles of Accounts - Professional Development Workshops
- Facilitator – Caribbean Examinations Council CSEC Principles of Accounts, CAPE Accounting and Entrepreneurship – Professional Development Workshops
- Trained Examiner Marker/Team Assistant (Accounting) – Caribbean Examination Council Examinations
- Trained Coordinator – Organization of American States (OAS) Business Laboratory for Schools – “Education for Work”

- Portfolio Assessor – Ministry of Education, Curriculum Division - Pre-Service Training for New Teachers
- Item Writing Workshops – Caribbean Examination Council Examinations – CAPE Accounting, Entrepreneurship, CAPE Accounting and CSEC Principles of Accounts
- Engaging Students Using Voice Thread Workshop – The University of the West Indies – Centre For Excellence in Teaching and Learning
- Co-Leader CAPE Entrepreneurship – Notes master – Caribbean Examinations Council – Virtual Classroom

Social Competencies:

PUBLICATIONS

- Co-Author of textbook – *CAPE Accounting*, Harold Randall and Lystra Stephens-James, et al (2007) – Cambridge University Press
- Co-Author of textbook - *Principles of Accounts for Caribbean Examinations*, Lystra Stephens-James and Lesley Burrows, et al (2011) – Ian Randle Publishers
- Course Writer – *Principles of Business (Print and On-Line Materials for the Commonwealth of Learning and the Ministry of Education)* –(2014)
- Co-Author – *CAPE Entrepreneurship*, Lystra Stephens-James and Dr Paul Pounder, et al (2014) – Ian Randle Publishers
- Co-Author – *Revision Guide CAPE Accounting*, Lystra Stephens-James and Carl Herrera 2016 – Harper Collins

MENTORING

- Mentoring students who lack confidence
- Mentoring/Coaching staff and also form teachers