

P.O. BOX 4177 • WACO, TX 76708
254.265.4883 • CHERYL.FOSTER@YAHOO.COM

CHERYL FOSTER

OBJECTIVE		
	To enhance a company’s business processes with efficient and effective use of information technology.	
SUMMARY OF QUALIFICATIONS		
	Extensive IT and Business Analyst experience in a variety of industries, with proven successful completion of projects utilizing workflow analysis and customer input.	
WORK EXPERIENCE		
	12/2014 – Present <i>Primary</i>	CF Consulting Waco, TX
	➤ Freelance consulting for a variety of companies in the areas of workflow analysis, software design, analysis and implementation.	
	4/2009 – Present <i>Owner</i>	SPairz Waco, TX
	➤ Developed and designed SPairz, women’s underwear that are vacuum-packed & compressed into a business card size package. ➤ Process and create trademarks, designed product and managed manufacturing process and contractors. ➤ Create and maintain website (GoDaddy – www.spairz.com) and integration of online store with Quickbooks. ➤ Marketing and sales: develop collateral materials, Facebook and YouTube presence, Constant Contact, PRWeb. Manage and staff SPairz presence at tradeshows. Basic SQL DB, Adobe Suite, FastTrack Scheduling, Quickbooks Premier-Mfg	
	10/2009 – Present <i>Volunteer Site Coordinator</i>	Meals on Wheels Waco, TX
	➤ Ensure that client meals are delivered twice a week (Wed & Fri). ➤ Manage driver logistics.	
	10/2010 – Present <i>Client Support & Special Projects</i>	Planned Parenthood Waco, TX
	➤ Make sure that clients are comfortable and treated with compassion. ➤ Special project work on workflow processes and audit support. ➤ Staff front desk, greet and checkout clients ➤ In 2013, transitioned to Volunteer status HIPAA, security awareness, CPR Certification, other healthcare related training	

	4/2007 – 4/2009 Milliman (Actuarial Consultants) Seattle, WA <i>Notes Developer</i>
	<ul style="list-style-type: none"> ➤ Notes developer for multiple projects and creation and design of internal systems to optimize processes such as archiving and disaster recovery. ➤ Created database documentation and user training modules. <p>Teamstudio tools, MS Office & Visio, SQL/Lotus LEI integration</p>
	8/2005 – 3/2007 Los Alamos National Laboratory Los Alamos, NM <i>Notes Developer</i>
	<ul style="list-style-type: none"> ➤ Primary support and development lead on numerous Lotus Notes databases for the Nuclear Non-Proliferation & Counterterrorism division (IAT) and the Infrastructure Support group (IST). <p>Lotus Notes (CLP, Principal Designer, v7), Teamstudio tools, MS Office & Visio Clearances: DOE Q, TS/SCI</p>
	2/1997 – 8/2005 Post Properties Atlanta, GA <i>Notes Developer, Business Analyst</i>
	<ul style="list-style-type: none"> ➤ Designed Software to facilitate business process changes. ➤ Trained end-users and trainers on Notes systems and basic computer skills. ➤ Wrote manuals and documentation to support software and new processes. ➤ Designed over 100 Notes databases including: <ul style="list-style-type: none"> • Expense Control System, utilizing Lotus Enterprise Integrator to move data to and from JDEdwards and Data Warehouse on AS/400. (Processed approximately \$10,000,000 in expenses monthly) • Property Information database to maintain property information on the website and facilitate content management at the property level. • Automated Lease for regular and bonded properties • Performance Evaluation System • Sarbanes-Oxley Control Procedures ➤ Design and maintain corporate website. (www.postproperties.com) which was directly accountable for over \$10,000,000 in gross lease revenue and 1000 leases it's first year. <ul style="list-style-type: none"> • 1999, www.postproperties.com rated the top Multifamily REIT website by Friedman Billings Ramsey. • 1999, www.postproperties.com awarded First Runner-up for Best UI by Lotus Development and Lotus411 <p>Lotus Notes (CLP, Principal Designer) Lotus Enterprise Integrator Showcase Strategy Data Warehouse tools HTML/Javascript/Flash/Adobe Acrobat/MS Office & Visio Blackberry Handheld Installation & Maintenance Notes Network: 7 Servers, 700+ users, 100+ remote sites (Sole Developer)</p>

	4/1995 - 2/1997 ADP <i>Notes Developer, Network Manager</i>	Atlanta, GA
	<ul style="list-style-type: none"> ➤ Structured and Stabilized Local Area Network. ➤ Designed Backup procedures and hardware installations for CSS Software division. ➤ Notes Administration and Development for all CSS Atlanta users and customers. ➤ Support and Development of Customer Support Help Desk. ➤ Trained internal users. <p>Lotus CLS, Novell CNE Network: Token-Ring/Novell, 20+ Servers, 300+ users Notes Network: 9 Servers, 500+ users, 100+ remote clients</p>	
	1/1992 - 4/1995 Johnson & Johnson/Merck <i>MIS</i>	Lancaster, PA
	<ul style="list-style-type: none"> ➤ Original management team member of the Mylanta production facility. ➤ Significant staffing and design input of the self-managed team environment. ➤ Design, installation and management of all PC network and phone systems. ➤ Successful management of a budget in excess of one-half million dollars. ➤ Design and implementation of several Lotus Notes applications. ➤ Supervised 1 to 5 Administrative Support personnel. <p>Lotus Notes/Paradox, Meridian Phone system Network: Ethernet/Novell, 100 nodes, 130 users (Sole Support)</p>	
	3/1988 - 1/1992 Johnson & Johnson/McNeil Consumer Products <i>MIS</i>	Round Rock, TX
	<ul style="list-style-type: none"> ➤ Implemented 300% increase of PC installations at the Tylenol facility. ➤ Completed successful hardware & software conversions and installations. ➤ Hired and supervised 1 Network support person, beginning in 1991. ➤ Chair of the plant's Crosby Quality Publicity and Recognition Committee. ➤ Created and Chaired the Plant Recycling Committee. ➤ Publisher and Editor of the quarterly plant newsletter. <p>Network: Ethernet/Novell, 120 nodes, 175 users (Sole Support)</p>	
	6/1983 - 3/1988 Texas General Land Office <i>VLB/Audit/MIS</i>	Austin, TX
	<ul style="list-style-type: none"> ➤ Veterans Land Board (VLB) - Designed software for Veterans Land Board to manage Veterans Land Board Bonds ➤ Oil & Gas Auditor - Lead Auditor responsible for multiple audits of oil and gas leases for which the State of Texas had a royalty interest ➤ IT - Initiated and Setup MIS department for the General Land Office. Increased computer usage from 1 personal computer to more than 200. <p>Arcnet/Ethernet Novell Network</p>	

	8/1981 - 6/1983 Home Petroleum <i>Oil & Gas Joint Interest Accountant</i>	Denver, CO
	<ul style="list-style-type: none"> ➤ Started in Houston, TX and moved to Denver, CO during Company consolidation. ➤ Participated in overhaul of computerized accounting systems ➤ Managed 4 junior level Joint Interest Clerks 	
	11/1980 - 8/1981 Guardian Oil <i>Oil & Gas Joint Interest & Tax Accountant</i>	Houston, TX
	<ul style="list-style-type: none"> ➤ Joint Interest Accountant ➤ Maintained the books of the company's security company ➤ Assisted with the conversion to a larger computer system 	

EDUCATION		
	12/2008 American Military University <i>Master of Arts with honors in National Security Studies (Concentration in Terrorism).</i>	www.amu.apus.edu
	8/1980 Texas A&M University <i>Bachelors of Business Administration – Accounting and Finance</i>	College Station, TX