Cheryl A. Foster – Career Summary

A talented project leader and team player, with over 30 years experience in bringing technology to the end user and building systems that enhance productivity and effectiveness. With innate abilities to work under deadlines with cross-functional teams, including 5 years of direct supervisory experience with both internal and external teams, I consistently bring in projects on-time and on-budget. I am comfortable with all project sizes and complexities and working with all levels of an organization. With a proficiency in workflow and root cause analysis, I am able to streamline business processes.

After leaving the corporate world I created a new women's product called SPairz - women's underwear that are vacuum-packed & compressed into a business card size package - taking the product from idea to actuality while managing all aspects of the business from trademarks to marketing. Once SPairz was self-sustaining, I began to work as a business/software consultant to other organizations on an ad hoc basis.

My last corporate employment was at Milliman, Inc., an actuarial consultant firm as a Notes Developer. My projects included updating and redesigning existing databases, and rebuilding internal processes such as the corporate disaster recovery system and internal archiving. Prior to working at Milliman, I worked at Los Alamos National Laboratory (LANL) in the Nuclear Non-Proliferation & Counterterrorism Division (also known as IAT-1). During my time there, I supported numerous Notes databases for both the DHS incurring soup to nuts & DIA. I also received my DOE Q clearance with TS/SCI, in addition to securing my Lotus Notes v7 Principal CLP certification. In an effort to learn more about the security business, I began a Masters program at American Military University. In December 2008, I received my Masters degree in National Security Studies with a concentration in Terrorism.

Before my LANL engagement, I streamlined numerous business processes at nation-wide multi-family REIT Post Properties using my Lotus Notes development skills. Projects included online leases, Sarbanes-Oxley control procedures and purchase order systems. The purchase order system was a Lotus Notes front-end tied to JDEdwards and a SQL data warehouse. The system processed over $10 million dollars in payables each month with input from over 100 remote sites.

As designer of the company's public website and intranet portal, I brought together stakeholders from all aspects of the business to create an award-winning internet presence. As a part of the ongoing growth of the site, I designed an incredibly effective prospect information system that resulted in an above average conversion rate of visitors to leases signed (24%) and over $11 million dollars in gross revenue during the first year of implementation.

I am secure with my skills in managing consultants and internal team members. I take charge from conception thru rollout and then follow up with support, maintenance, training and production enhancements. I am capable of handling the entire software development lifecycle.

I embrace change and enjoy learning about new industries and processes. I have spent 8 years in the multi-family REIT business, 7 years in the pharmaceutical industry with Johnson & Johnson, 7 years in the oil & gas industry and over 7 years in the newspaper business. In addition, I have exposure to the software development business and banking industry.

In addition to on-the-job training for industry specifics, I have enhanced my skill set by securing my Lotus Notes CLP-Principal designation from IBM. I have also taken classes in JavaScript, XML and web & graphics design.