

**Stephanie N. Foster**  
**IT Administrator/Technology Trainer**  
**Adjunct Faculty**  
**302-225-6339**  
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## Education

Goldey-Beacom College, Wilmington, Delaware  
Master in Business Administration degree concentration in Information Technology  
June, 2007

Goldey-Beacom College, Wilmington, Delaware  
Bachelor of Science major in Computer Information Systems  
December, 2003

Goldey-Beacom College, Wilmington, Delaware  
Bachelor of Science major in Business Administration concentration in Management  
December, 1996

## Skills/Certifications

- MCT
- MCAS Office 2007 Master
- MCAS Instructor
- MS Sharepoint Designer
- MS SQL Server System Administration
- Operating Systems: Windows 2003, Windows 2000, XP, Vista, Windows 7
- Blackboard 8

## Teaching Experience

Goldey-Beacom College, Wilmington, DE 19808  
August, 2007 to Present  
Adjunct Faculty

Courses taught: Desktop Applications Microsoft Word, Desktop Applications Microsoft Excel, Desktop Applications Microsoft PowerPoint, Management Information Systems with MS Access

## Work Experience

Goldey-Beacom College, Wilmington, DE 19808  
July, 2001 to Present  
IT Administrator/Technology Trainer (previously IT Assistant)

Primary focus is on the administration and operation of the college administrative software server. Work closely with departments in analyzing procedures and assisting with processes, report writing and documentation. Provide support services for college-wide computing needs, update the college website, and provide staff training/seminars.

## **Work Experience (continued)**

Goldey-Beacom College, Wilmington, DE 19808

March, 1997 to June, 2001

Student Records Specialist/Advisor

Maintained the registrar function of the College. Interpreted academic and financial aid policies and procedures for the entire college community. Assisted in the reconciliation of federal and state grant programs and student status confirmation reports. Acted as the lead computer person in the department.

Goldey-Beacom College, Wilmington, DE 19808

May, 1995 to March, 1997

Financial Aid/Advisement Assistant

Provided assistance to the Director, the Registrar and the Advisors. Processed preclaims assistance letters. Conducted federal student loan programs entrance and exit counseling.