

# STEPHEN H. FOERSTER

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## ***EDUCATION***

**Master of Arts in Educational Technology Leadership;** George Washington University, Washington, D.C.

**Bachelor of Science, Information Systems;** Charter Oak State College, New Britain, Connecticut.  
Graduated with honors.

- Member of the Alumni Association Board of Directors, 2008 to present.

## ***CURRENT CONTRACTS***

**Adjunct Faculty;** La Courte Oreilles Ojibwa Community College, Hayward, Wisconsin; 2007 to present.

- Design, build, and teach online university-level courses in IT and business subjects using the Moodle platform.

**eLearning Consultant;** EducationDynamics, Hoboken, New Jersey, 2007 to present.

- Editor and content writer of *eLearners News*, a blog on distance learning, educational technology, and higher education.
- Respond to inquiries from prospective students on a commercial web forum on education, providing comprehensive advice on all aspects of distance learning.
- Advise content managers on possible technical enhancements to content delivery.

## ***EMPLOYMENT EXPERIENCE***

**Director of Online Education;** Virginia International University, Fairfax, Virginia; 2011 to present.

- Responsible for all non-academic aspects of university's online education program, including Moodle system administration.
- Provide instructional design support to faculty members building online courses to ensure compliance with university standards.
- Work with various departments to develop marketing plan promoting newly developed online programs, including online advertising and social media approaches.
- Design and teach basic courses in computer science.

**Director, E-Learning Services;** Marymount University, Arlington, Virginia; 2006 to 2009.

- Overall responsibility for non-academic aspects of the university's distance learning program, including Blackboard administration. Provided instructional design services to senior faculty to expand distance learning offerings.
- Supervised university's video production and multimedia centers.
- Developed training on a wide range of educational technology topics to students, faculty, and staff, and oversaw its delivery. Chaired the technology track at the university's annual faculty conference.
- Oversaw nine computer labs in three locations with fifty full and part time workers.
- Planned and implemented \$660,000 annual budget.

**International Student Advisor;** Southeastern University, Washington, D.C.; 2005 to 2006.

- Primary Designated School Official for international student advising. Advised foreign students on U.S. culture and legal status. Liaised with U.S. Citizenship and Immigration Service. Submitted marketing plan to increase international student population.
- Drafted policy changes including new TOEFL requirements, and acceptable sources of transfer credit.
- Designed and submitted ten postgraduate certificate programs and one Master's level program at the request of the Academic Dean.
- Advised domestic and foreign students on which courses and degree programs meet their needs and career goals.
- Evaluated domestic and foreign transfer credit for applicability.

**Student Services Coordinator;** Keiser College, Fort Lauderdale, Florida; 2003 to 2005.

- Acted as liaison between system's largest physical campus and online campus. Coordinated action of deans, faculty, staff, and students to maximize online student retention and success.
- Provided technical training seminars for students new to online classes on how to best use the online campus interface, eCollege, to get the most out of their classes.
- Designed and built three database systems as tools for tracking student attendance and retention.
- Joined faculty on committees covering various aspects of university activity, including instructional technology deployment, regional accreditation, and inter-campus communication.

**Project Manager;** LongLever Consulting, Dominica, West Indies; 2000 to 2003.

- Performed contracted operations, technical development, and training for a variety of e-commerce clients, most with a strong emphasis on information security and strict financial privacy.
- Managed development of systems using open source technologies such as Linux and MySQL.
- Developed web sites using XHTML, CSS, graphics applications, JavaScript, and Flash.

**Technical Director;** Jackson Trading Company, Melbourne, Florida; 1999 to 2000.

- Assumed leadership of the dot-com financial services company's team of five developers.
- Assisted with development and system administration, focusing on Windows NT 4.0, MS-SQL Server 7, IIS 4, and Linux-based firewalls.
- Responsible for overseeing design of complete rewrite of three complex online payment systems.
- Advised CEO on technological, organizational, and marketing strategies.

**Tier II Technical Lead;** NCR Corporation, Rockville, Maryland; 1997 to 1999.

- Provided tier two helpdesk and occasional on site support for Windows workstations.
- Promoted to be team's technical lead, trained new team members in supporting our proprietary technology while maintaining top customer service standards.
- Created and maintained the team's extensive Lotus Notes knowledge base using an inclusive, team-based approach to knowledge management.
- Administered our Remedy incident tracking system, later designing and developing Remedy databases for use as call center incident tracking and reporting.

## ***VOLUNTEER EXPERIENCE***

**Community Council Member;** WikiEducator, OER Foundation, Otago, New Zealand; 2007 to present.

- Invited to serve on governing body of international organization that uses Web 2.0 technologies to use collaboration to develop curricula primarily for the developing world.
- Attended conferences to make presentations introducing the project to prospective participants and supporters.