

Janet E. (JB) Foster, Ph.D.
1779 Council Bluff Drive NE,
Atlanta, GA 30345
678 467 4990
jb@jbfoster.com

TECHNICAL COMMUNICATIONS SPECIALIST

- Technical and professional writing and editing.
- E-learning.
- Instructional design and development.
- Website and software design and development.
- Research and reporting.
- Analysis and requirements production.

TOOLS

- | | | |
|------------------------------|------------------------|-----------------|
| • MS Word | • Macromedia / Adobe | • Photoshop |
| • Acrobat Distiller (PDF) | Flash (Programmer) | • Fireworks |
| • APA, MLA, & Chicago Styles | • CSS 2.0 | • SnagIt |
| • HTML | • ASP Dot Net | • Camtasia |
| • XML | • Authorware | • Visio |
| • Dreamweaver | • Relational Databases | • MS Project |
| • Front Page | (MS SQL, MySQL, MS | • Excel |
| • Visual Web Developer | Access) | • Digital photo |

EXPERIENCE - TECHNICAL COMMUNICATIONS

Co-Owner/ Lead Writer-Editor Present
JB Foster Communications, Atlanta, GA

- Portfolio and references available on request

Co-Owner / Director of R & D / Lead Writer-Editor 1999 - 2003
IKM Corporation, Atlanta, GA
(family-owned research and consulting company)

- Provided research and administrative support for consultants in the field on Project Management and Web Development contracts.
- Wrote promotional and educational materials.
- Wrote web copy for company's site and its major information portals: The Knowledge Management Resource Center and The Y2K InfoCenter.

Instructional Designer (Summer Intern) 2002
Delta Airlines Learning Services Organization, Atlanta, GA

- Analyzed existing Instructional Design curriculum and suggested changes.
- Designed and developed performance support tool (PDF) for Learning Managers: Understanding Impact Maps, based on R. Brinkerhoff book and seminar.

EXPERIENCE – TECHNICAL COMMUNICATIONS (CON'D)

Technical Writer / Business Process Analyst 1982 – 1984
The State of Texas: Office of the Comptroller and Office of the &
Attorney General, Austin, TX 1985

- Analyzed and documented procedures for tax collection, purchasing, and accounting processes.
- Interviewed subject matter experts and field personnel.
- Created and edited forms.
- Gathered and documented requirements for transition from manual and legacy systems to state's earliest terminal-and-small-computer-based systems.

Technical Writer / Editor
BPI Accounting Systems, Inc., Austin, TX 1984- 1985

- Wrote and edited software user manuals for personal-computer accounting systems.
- Wrote collaboratively with eight-writer team.

EXPERIENCE - TEACHING / RESEARCH / PUBLISHING

Instructor of Writing and Literature
The University of Texas at Austin, Austin, TX 1988 - 1994

- Taught undergraduate Composition and American Literature courses.
- Received the Atwood Graduate Teaching Award (1990).

Publication Assistant (Editorial Fellowship) 1991-1992
Texas Studies in Language and Literature, University of Texas Press,
Austin, TX

- Served as assistant editor for academic journal.
- Proofread galleys.
- Organized and supervised faculty review of manuscripts.
- Handled correspondence for the magazine and its editors.

EXPERIENCE - SOFTWARE DESIGN AND DEVELOPMENT / COMPUTER PROGRAMMING

Software Developer (Contractor / Consultant)**Clients:**

- BellSouth Intelliventures, Atlanta, GA* 1994 - 1999
1998 - 1999
- Lucent Technologies, Alpharetta, GA*
1997 - 1998
- BT Office Products Intl. Arlington, TX*
1996 - 1997
- Delhi Gas Company, Dallas, TX*
1996
- TIG Insurance Company Irving, TX*
1995 - 1996
- Techsys Computer Associates, Dallas, TX*
1995
- Thompson, McKinnon, Inc., Irving, TX*
1994 - 1995

- Designed, developed and maintained client-server applications using PowerBuilder versions 3 through 7 and relational databases (Oracle, SQL Server, DB2, and Informix.)
- Software systems developed include order-entry, budget, claims processing, accounting, medical assistance (organ donation), oil and gas pipeline control, and telecommunications directory access (yellow pages).
- Mentored junior staff and conducted workshops in methods.
- Assisted in gathering requirements and proofreading end-user documents, which allowed frequent interaction with non-technical personnel.

EDUCATION

- M. Ed. Instructional Technology - December 2002
The University of Georgia at Athens
- Ph.D. English - May 1994
The University of Texas at Austin
- M. A. English - May 1990
The University of Texas at Austin
- B. A. Education - May 1978
Southeastern Louisiana University, Hammond

CERTIFICATIONS

- Macromedia Flash MX Developer (2003 – 2005)
- PowerBuilder Versions 3 – 7 (1995 – 1999)