

SHEILA D. FOSTER
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Experience Summary:

Over 15+ years in Administrative and Operational experience in various facets of Security and Information Systems, with seven years track record in a DoD/IC Government environment. Provide a commitment requiring transmission and destruction of highly sensitive information. An experience area includes maintenance and processing of personnel security files, data processing for all incoming/outgoing reproduction, transmission and destruction of highly sensitive information. Extensive experience in all aspects of security operations to include document control, secure communications and personnel security matters. Proven leadership and management skills.

CLEARANCE:

"TS/ISSA" Clearance with a current Life Style Full Scope Polygraph

EMPLOYMENT HISTORY:

February 2008-Present

Northrop Grumman Mission Systems, Fairfax Virginia: Executive Assistant / Operations Support, SEIP Project.

Assisted with Transformation/Implementation Plan development along with assist with required revisions of the DON. Provided administrative & database support utilizing MS Office/Word/Power Point in preparation to support NAVSEA bids. Responsible for NAVSEA organizational charts and point of contact NAVSEA standard operation procedures for administrative support staff, military rank structure for all services, NAVSEA security administrative protocol for requesting or/and passing clearances, control documents in various data bases. Assists with receipt, marking, reclassification, computerized record, prepares courier packages to be delivered and accept internally and externally, Responsible for creating travel arrangements, voucher, and claims very familiar with Joint Travel Regulations (JTR) and Defense Travel System (DTS) assisting in coordination with NELO. Defense Civilian Pay Systems, the People soft guide book, and the Travel Manager Plus quick reference guide. Completed numerous CBT training course, DoD IA, received Navy Commendation Award (NUC) 2009, etc.

May 2005 - January 2008

Northrop Grumman Mission Systems, Fairfax Virginia: Executive Assistant / Office Manager, AIRGLOW Program. Provide secretarial and administrative services to the director and staff of a restricted SETA program. Generated, formatted, and released messages as requested by clients or as directed by the productions support branch chief. Created, formatted and released account administrative database system (AADS) requests as directed by customer. Also provided quality control to ensure that customer policies and standards were met for intelligence products.

June 2004-May 2005

IT BAE Systems, McLean, Virginia: Associate System Analyst, ISIS Contract. In support to the company's ISIS Contract, provided foreign administrative assistance to their Government customer. Responsible for correspondence, travel coordination with other US Government entities, and Visa Authorization security briefings for project travelers.

August 2003 – December 2004

US Investigations Services, Falls Church, Virginia: Security Monitor. Provided on-site escort and monitoring for secure Government Facilities across Northern Virginia area. Monitored closed circuit monitor and access control panel. Provided CPR and emergency first aid/response as needed (DCJS Certification #88-1232).

May 1998- July 2002

Administrative Assistant, Marriott Hotel, Washington, DC. Planned work schedules for 54 associates. Coordinated the payroll for the hotel's Engineering Department. Oversaw hotel's quality control functions and effective use of management resources.

EDUCATION, CERTIFICATIONS and AWARDS:

Strayer University, Prince George's County, BS Candidate, Business Management. Most recent coursework in 2008. On path to earning a college degree in 2012.

Keystone Center High School, Drums, PA, 1986. General English.

Notary Public for the State of Maryland, Commonwealth of Virginia, and District of Columbia. Commissions obtained 2001.

Navy Unit Commendation (NUC) Award 2009

COMPUTER SKILLS**Hardware:**

APPLE, COMPAQ, CYBER, Data General, Hewlett-Packard, IBM PCs and compatibles, Macintosh. Familiar with various types of Scanners and optical character recognition devices.

Operating Systems:

SIMS, JAPAS, CWE Lotus notes, Windows 2000/XP, NT including Administration

Software/Application/Programming Language Experience:

Microsoft Office Suite (Outlook, Access, Word, Excel, PowerPoint)

Microsoft Excel Macro Language

Microsoft Project

Lotus 1-2-3. SmartSuite, Lotus Notes API

Corel WordPerfect, Draw

Crystal report and Obicflex computerized data entry tracking system

Netscape and Internet Explorer browsers