

OLGA FOSTER

EMPLOYMENT EXPERIENCE

NEC Unified, Las Colinas, TX (2008 – Current)

Inside Sales Account Manager

- Inside Sales Account Manager supporting 9 account managers across United States
- Build Quotes for dropship product and projects
- Build/Configure Cisco Hardware (voice/data/storage)
- Event Planning
- Project Management and New Personnel Training
- Invoice Issue Resolution and Job Package Processing
- New Account Development and Existing Account Maintenance

EMPLOYMENT EXPERIENCE

Thomas Technologies Limited, Rockwall, TX (2004 – 2008)

National Sales Manager

- National Account Management in the Network Security Field
- Managing a sales force of 3 account managers
- Hire new account managers and performing their reviews
- Event and trade show planning
- Highly trained in network security equipment, wireless, VoIP, voice/data/fiber cabling, high knowledge of Gramm-Leich Bliley, SOX, HIPAA, RoHS.
- Cold Calling and maintaining existing customers
- New account Development

Certifications Held:

Cisco Sales Expert 2.0 & 3.0, Cisco VPN Sales Specialist, Cisco VoIP Communications Express Sales Expert, Cisco Lifecycles Expert, Cisco Foundations, Cisco Security Sales Specialist

EMPLOYMENT EXPERIENCE

Texas A&M University - Commerce, Commerce, TX (2000 – 2004)

Database Clerk

- Responsible for data coordination functions involving the processing of data into customized databases in order to tabulate, statistically analyze and graphically display data.
- Applied data management expertise and tools to maintain and support database to collect, analyze, store and allow querying and mining of current and graduated students transcript information.
- Performed circulation operations including database searches, student identity verification and file processing.
- Prepared and managed all documents for scanning using Fortis File Manager.
- Trained all new incoming Graduate Assistants and Student Workers.

Texas A&M University - Commerce, Commerce, TX (2001 – Present)

Resident Assistant

- Plan, organize and direct student activities and programs within the residence hall. Support and implement programming model and philosophy.
- Interpret and explain college philosophies, policies and expectations to individual students and groups within the residence hall
- Provide appropriate counseling for residents
- Serve as a hearing officer for judicial matters concerning students in the residence hall.
- Achieved recognition as Resident Assistant of the Month.
- Attended Residence Life Seminars, Workshops and Conferences.
- Trained student workers.
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Texas A&M University – Commerce, Commerce, TX (2003-Present)

Orientation Leader

- Academically advised incoming freshmen and transfer students.
- Gave counseling on academic programs and regulations.
- Performed University Tours.
- Alpha Phi Omega – National Co-Ed Service Fraternity – President, Vice President
- Breakout Entertainment – President, Executive Officer
- Association for Systems Management- Member
- Association for Computing Machinery - Member
- Golden Leo (University President Ambassador) - Member
- Student Honors Council – Member
- Co-Ed Cheerleading – Member (Mascot)
- Residence Hall Association – Member
- Theta Nu Xi Multicultural Sorority – Vice President, Secretary

**EXTRACARRICULAR
ACTIVITIES**

HONORS

- Dean's List (2000-2005)
- University Honors Program (Undergraduate Thesis)
- Who is Who Among American Colleges and Universities (2001-2005)
- Recipient of John Mack Scholarship (Community Service) \$500
- Top 10 Seniors at Texas A&M University - Commerce

EDUCATION

- Texas A&M University at Commerce
- Masters in Business Administration
- Graduation Date: December, 2005.
- Major GPA: 3.75
- Bi-Lingual - Russian