

Donna D. Foster

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Profile

- Well-organized and comfortable working in a multi-tasking project-oriented environment
- Excellent interpersonal and organizational skills.
- Highly effective problem solver and knows the value of working together as a team toward a common goal.

Education

State University of Albany

Albany, NY

MA, Africana Studies, 2021

State University of New York at Delhi, Delhi, New York

Bachelor of Arts, Criminal Justice, 2017

Schenectady County Community College

Associate of Science, Criminal Justice, 2014

Work Experience

DRA, Sodexo 2018-2020

Student Assistant, Suny Delhi State of New York

2017-2017

- Assist staff with daily routine library operations.
- Assist patrons and faculty with library searches.
- Perform general office work, and assist patrons.

General Office Assistant, Pridestaff

2013-2013

- Performed which included answering telephones, data entry and typing.
- Filed and faxed clients information to community agencies as requested.
- Managed office inventory.

Teacher, Houston Independent School District

2002-2009

- Assisted the teacher in planning and maintaining a safe and clean learning environment
- Maintained a positive, calm attitude and a soft voice, and encourage this attitude and voice in others while working in the classroom setting
- Maintained a cooperative attitude of working together with teachers.

Internships

Shape Community Center , Houston Texas

2017-2017

Community Fatherhood Inc, Schenectady, New York
Volunteer Experience
Manna Inc, Thomson Georgia

2014-2014

2016-2016

REFERENCES

Deloyd Parker, Executive Director

Shape Community Center

Houston, Texas

(713) 521-0629

Gary Perkins, Professor

Schenectady County Community College

Schenectady, NY

(518) 381-1200

Anthony Marshall, Pastor

Mount Carmel Baptist Church

Richmond, Texas

(832) 410-3257