

Ridge Foster

(724) 612-3795 | ridgefoster30@gmail.com | linkedin.com/in/ridgefoster | ridgefoster.com

EDUCATION

University of Pittsburgh, Pittsburgh, PA

Joseph M. Katz Graduate School of Business

Master of Business Administration, Operations

April 2015

Master of Science in Management Information Systems

April 2015

Member, Business Technology Club

University of Pittsburgh at Bradford, Bradford, PA

Bachelor of Science in Computer Information Systems and Technology, Minor Business

April 2013

Member, National Society for Leadership and Success, Alpha Sigma Lambda Honor Society

Vice President, IT Club (2011-13) / Treasurer (2010-11)

GPA: 3.75/4.00, Summa Cum Laude

PROFESSIONAL EXPERIENCE

Crossett Inc., Warren, PA

Fall 2011 and 2012; Spring 2012 and 2013; Summer 2013

Computer Information Systems Intern

- Developed and built first company intranet significantly increasing operating efficiency
- Created and debugged online company submission forms decreasing paper use by 70%
- Collaborated daily with coworkers, clients and vendors to streamline operations
- Administered company website strengthening online presence
- Coordinated and installed imperative off-site Cisco networking equipment advancing company network
- Regularly troubleshoot and installed business critical hardware ensuring maximum uptime

University of Pittsburgh at Bradford, Bradford, PA

Lead Tutor

Fall 2010, 11, 12 – Spring 2011, 12, 13

- Tutored all computer related classes helping over 150 fellow students
- Directed regular performance and agenda meetings establishing clear goals and directives
- Led 13 tutors ensuring adequate available resources and satisfactory completion of duties
- Drafted customized tutee lesson plans detailing session learning objectives and future strategies
- Interfaced tutor, education department, and school official relations promoting academic development

DFL Law, Pittsburgh, PA

Summer 2010

Information Technology Intern

- Configured company-wide file sharing solutions increasing productivity and efficiency
- Mandated company network policies optimizing network traffic flow
- Aided in installing, configuring, and testing foundational network structures bolstering capabilities

SKILLS/ACHIEVEMENTS

Software Skills: MS Office, MS Project, MS Visio, Command Line, HTML/CSS, JavaScript, SQL, Windows/OSX/Linux/iOS, Active Directory

Hardware Skills: Advanced Computer Construction, Repair and Troubleshooting, Networking

Certifications: College Reading and Learning Level 3

Achievements: Who's Who Among Students (2012), PA Cyber Dual Enrollment Scholarship Recipient, Tullah Hanley Scholarship Recipient, Amex Case Competition Honorable Mention (2013), 1000 Pound Club Member

Volunteer: YWCA Computer Lab Update, Learn To Skate