**KATHLEEN A. FOSTER**

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**Professional Objective:**

* I am a motivated and detail-oriented individual with a diligent mindset.
* With the ability to manage my time and handle multiple tasks, I enjoy a challenge. I possess both strong communication and computer skills that enable me to work well in a team environment or take on the role of a leader.
* I have a creative, yet organized frame of mind, and will always provide a passionate and conscientious edge to my work. I possess a sensitive and friendly demeanor, and enjoy helping and teaching children.
* I seek to work with students and empowering them to recognize their skills and abilities, and help them navigate through school, while learning and growing.

**Education:**

* **Drew University, Madison, NJ,** Bachelor of Arts, May 2006
  + Major: Psychology, GPA: 3.8; Minor: Creative Writing
* **Kean University, Union, NJ,** Masters Degree in Counseling – School Track (CACREP-accredited)

Major: Psychology, GPA: 3.8; Minor: Creative Writing

**Counseling Experience:**

* Individual and Group Counseling: conducted research, created activities for groups, met with faculty and staff, created behavioral plans, created documents with strategies designed for anger management and stress-reduction
* Practicum at Kean University, Union, NJ – Upward Bound Program (Individual and Group Counseling)
  + Working with 14- to 18-year-old students living 150% below the poverty line
* Internship I – The Winston School, Short Hills, NJ
  + A school for children with language-based learning differences, grades 3-8
  + Conducted individual and group counseling sessions
* Internship I – Jefferson Elementary School, Summit, NJ
  + Co-facilitator for Rainbow’s Program
  + Worked with students in 1st and 2nd grades, who were going through family changes/divorce/deaths/etc.
* Internship II - The Winston School, Short Hills, NJ
  + A school for children with language-based learning differences, grades 3-8
  + Conducted individual and group counseling sessions
* Internship II – Linden High School Alternative Program
  + An adult alternative program for high school students to complete their degrees
  + Conducted individual and group counseling sessions

**Employment Experiences:**

* **The Winston School,** *Teacher,*September 2011-Present
* *Head Teacher,* Sports Camp, June 2013
* *Teacher,* Summer Camp, June 2012-August 2012
* *Substitute Teacher,*April 2011-June 2011
* *Tutor,* The Chatham Learning Center – tutoring center run by a colleague, Spring 2013
* **Morris County Golf Club,** *Freelance Editor*, April 2012-Present
* **Hi-Step Summer Social Skills Program,** *Sports Specialist,* June 2011-August 2011
* *I worked with kids with high-functioning Asperger’s and Autism, teaching various sports skills and working as an aide in other programs throughout the day*
* **Certified Personal Fitness Trainer,** October 2010-2011
* **YMCA – Union-Five Points Branch,** *Floor Instructor/Personal Fitness Trainer*, Part-time, Nov. 2010-July 2011
* **YMCA – Summit Branch,** *Youth Sports Instructor,*Part-time, Nov. 2010-June 2011
* **CommonHealth,** *Editor*, December 2009-March 2010 (Freelanced March 2010)
* Edited/proofread advertising materials (brochures, pamphlets, flashcards, slide decks, etc.) for various Pharmaceutical products
* Worked with account coordinators, copywriters, and art directors to ensure completion of product materials were done efficiently and accurately
* **Advanced Studies in Medicine,** *Editorial Assistant,* May 2007-July 2009
* Assisted Director/Senior Medical Editor with development of monthly continuing education monographs
* Managed preparation and submission of applications for monograph approval
* Direct communication via email/phone correspondence with faculty (authors) and staff
* Managed the distribution and collection of disclosure forms, copyright forms, and W-9 forms
* Copy edited/Proofread program materials for use at live meetings to AMA and in-house style
* Edited/Proofread Sales proposals
* **Takkle, Inc.,** *Internet Marketing Assistant***,** February 2007
  + Handled mass-marketing for high school athletic website
* **Precept Medical Communications,** *Administrative Assistant,* 2006
* Entry-level administrative support to Office Manager
* **Phoenix Marketing Solutions,** *Administrative Support and Reception,* 2006
* **Drew University Basketball Camp,** *Instructor: Coach/Counselor,* 2003-2006
* Creation and development of basketball skills and drills programs
* **Rogut-McCarthy LLC,** *Legal Assistant,* 2002

**Honors, Awards:**

* Phi Beta Kappa – Drew University
* Phi Kappa Phi – Kean University
* Chi Sigma Iota – Kean University
* Summa Cum Laude – Drew University
* Drew University Dean’s List: 2002-2006
* National Honor Society in Psychology – Drew University
* Drew University Dean’s Recognition Award
* Edward J. Bloustein Distinguished Scholars Award – Roselle Catholic High School

**Memberships:**

* Phi Beta Kappa – Drew University
* Phi Kappa Phi – Kean University
* Chi Sigma Iota – Kean University
* National Honor Society in Psychology – Drew University

**Community Service/Volunteer Service:**

* Jump Rope for Heart and Hoops for Heart Events – raising money for heart health and education to prevent cardiovascular diseases and stroke
* Go the Distance for Autism Bike Event – I biked and raised money to support educational and treatment programs for children and adults with autism
* Planted trees with The Winston School students on campus for Earth Day

**References:**

**Dr. Peter S. Lewis,** The Winston School

Head of School

973.379.4114 x101

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**Jill Schuster,** The Winston School

Assistant Head of School, Dean of Faculty and Students

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**Rebekah Pender,** Kean University

Assistant Professor/Clinical Coordinator

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**Kristie Babiarz,** The Winston School

Middle School Teacher, Language Arts

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