

JAMIE E. FOSTER
San Francisco, Ca
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EDUCATION

M.A., San Francisco State University May 2013
Department of Communication Studies, GPA. 3.96

B.A., University of San Francisco May 2008
Department of Communication Studies, GPA. 3.06
Minor: Psychology

PUBLICATIONS

Foster, J. (2013) Digital communication in romantic relationships over time: A dialectical dilemma. Published in San Francisco State University J Paul Leonard Library.

Sabee, C. M., Koenig, C. J., Wingard, L., **Foster, J.**, Chivers, N., Olsher, D., Vandergriff, I. (2013). Conceptualizing and measuring patient-centered communication within an interactional context. *Journal of Health Communication: International Perspective*, 1 – 10.

PROFESSIONAL PRESENTATIONS

Foster, J. (2015, August). *What's math have to do with it? Quantitative reasoning across the curriculum*. Presentation for faculty development day in Berkeley, CA.

Foster, J. (2015, April). *Public speaking for high anxiety speakers*. Research study conducted and findings presented during focused inquiry group (FIG) presentations in Berkeley, CA.

Foster, J. (2013, February). *Digital communication in romantic relationships over time: A dialectical dilemma*. Paper presented at the Western States Communication Association conference in Albuquerque, NM.

RESEARCH EXPERIENCE

Research Assistant, San Francisco State University
08/2011– 05/2013

- Assisted Dr. Sabee, Dr. Wingard, and Dr. Koenig in coding doctor – patient transcripts.
- Used SPSS to test and analyze coder reliability.
- Helped develop a new coding scheme based on data and debriefing meetings.

Research Assistant, University of California San Francisco
05/2009 – 08/2009

- Volunteered in the Diabetes department on a study title: “Paleolithic” diets and metabolic control in Type 2 Diabetes Mellitus.
- Screened possible participants by conducting a brief medical history.
- Assisted with the study's organization and time management.
- Helped analyze research data taken during the Glucose/insulin infusion procedure.

Research Assistant, University of California San Francisco
05/2007 – 08/2007

- Volunteered in the Health Psychology department on a study that analyzed cognitive and emotional factors in asthma patients.
- Trained in ANS equipment; helped monitor the participant’s blood pressure, heart rate, and how fast blood travels from the neck to the lower abdomen.
- Trained as an experimenter, debriefed participants and implemented a 4-hour long study per patient.

TEACHING EXPERIENCE

→ *Adjunct Lecturer*

University of San Francisco, San Francisco, Ca

Fall 2014 – Present

Course: COMS203 – Communication and Everyday Life

San Francisco City College, San Francisco, Ca

Fall 2014 – Present

Courses: SPCH 1A: Fundamentals of Public Speaking; SPCH 20: Interpersonal Communication

Berkeley City College, Berkeley, Ca

Spring 2014 – Present

Courses: COM 5 – Critical Thinking and Persuasion; COM 3 - Introduction to Human Communication; COM 20 – Interpersonal Communication

San Francisco State University, San Francisco, Ca

Fall 2013 – Present

Courses: COMM 661 – Communication Research Strategies; COMM 502 - Interpersonal Communication (GWAR); COMM 150 - Fundamental of Oral Communication

→ *Teaching Assistant (T.A.)*

San Francisco State University, San Francisco, Ca

Fall 2012

Course: COMM 661 – Communication Research Strategies: An upper division course introducing students to basic empirical research skills, design of studies, analysis of data, and preparation in research reports from a quantitative perspective.

- Helped facilitate in-class discussions, as well as advised students and research groups throughout the process of developing and enacting a quantitative research study.
- Coordinated and provided general feedback of assignments through SFSU's online learning environment, iLearn.
- Corresponded with students and student research groups via email and during office hours regarding research methods and ethics, quantitative research statistics, as well as general advising and counsel.

→ *Graduate Teaching Assistant (GTA)*

San Francisco State University, San Francisco, Ca

Spring 2011 – Spring 2012

Course: COMM 150 - Fundamental of Oral Communication: Hybrid course combining public speaking skills and elements of communication theory and practice.

- Developed course for semester in accordance with University guidelines, objectives, and student learning outcomes, including syllabus, calendar, lesson plans, speech assignments, writing assignments, quizzes & exams, and in-class activities.
- Incorporated San Francisco State University online learning environment, iLearn, regularly with weekly assignments, quizzes, and supplementary learning materials.
- Executed all instructor duties in accordance with University standards, including facilitation of discussions, grading of quizzes and exams, delivering feedback and grades on public speaking assignments, and administering final grades.
- Supported students with academic assistance and general counseling via email and office hours.

EMPLOYMENT

Freelance Website Editor

Meltwater Group, San Francisco, Ca.

02/2013 – 03/2013

- Assisted Meltwater Group with the launch of their new website in 12 languages.
- Transferred translated copy into Wordpress.
- Demonstrated high attention to detail during review of content and links in each new sub-site for all 12 languages.

Webinar Editing Intern

Meltwater Group, San Francisco, Ca.

05/2012 – 09/2012

- Edited monthly Sales Webinar audio and video for Meltwater Group employees.
- Chaptered previously recorded Meltwater Webinar videos through Camtasia and uploaded them to the company's Brainshark account.
- Developed weekly Webinar attendee reports and feedback reports for each video.

Event Communication Intern

Social Capital Markets (SOCAP), San Francisco, Ca.

02/2012 – 05/2012

- Maintained communication and organization between website content, online media, logistics, and the business development team to coordinate all event communication surrounding SOCAP: Soul and SOCAP: Designing the future.
- Maintained and organized event schedules.
- Designed weekly community newsletter.
- Coordinated and managed all social entrepreneur and speaker profiles on website.

Office Manager & Assistant Director of Admissions

Institute of Classical Homoeopathy, San Francisco, Ca.

09/2008 – 10/2010

- Coordinated events such as (a) Open Houses for new students and (b) the homeopathic booth at the San Francisco Green Festival.
- Assisted with outreach and publicity strategies.
- Maintained academic calendar and scheduling for the school's free community clinic.
- Designed print advertisements and developed an online marketing campaigns and SEO strategy.
- Managed bookkeeping, payroll, and annual budget.
- Assisted with admission procedures; reviewed applications and conducted prospective student interviews.

SKILLS

- Software: Salesforce, Adobe PageMaker, Photoshop, InDesign, Audacity, Camtasia Studio, Microsoft Access, Microsoft Word, Microsoft Power Point, and Microsoft Excel.
- Web/Multimedia: Wordpress, Joomla, Tumblr, MailChimp, Eventbrite, FormStack, Pathable, MailMerge, Brainshark, Trello, and Google Analytics.
- Social Media Marketing Tools: Twitter, Facebook, Flickr, YouTube, and Pinterest.

LANGUAGES

- Conversational Spanish