

# COURTNEY E. FOSTER

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## EDUCATION

**Certified Public Accountant, Currently Certified in Texas**

License Awarded: 12-15-2009

- Complete 40 hours of Continuing Professional Education (CPE) every year.

**Texas A&M University, College Station, TX**

May 2008

Master of Science in Marketing

Bachelor of Business Administration in Accounting

**Study Abroad Experience, Cuernavaca, Mexico**

Summer 2005

- Advanced my level of proficiency in Spanish while living in the town of Cuernavaca, Mexico for five weeks with a local, host family and attending the Kukulcan Language Institute.

## WORK EXPERIENCE

**Texas A&M University, College Station, TX**

Summer 2012 – Present

*Societal Impact Statement:* The entirety of my academic career is devoted to teaching and mentoring students. My education, as well as, my diversified, employment experience, adds depth to my accounting lectures, explaining not only the technical aspects of accounting, but also including presentations derived from both textbook and real-world foundations. The election to communicate through short texts, emails, website postings, and virtual environments has often impaired the ability of our students to communicate concisely, correctly, and, most importantly, convincingly, using the spoken word in the face-to-face encounters they inevitably experience. To positively impact this need, I designed and taught a curriculum to reinforce effective, verbal communication skills important in all aspects of our student's lives: academically, professionally, and personally. Outside of the classroom, I encourage my students to seek mentorship from other leaders in their areas of interest for added perspective, and often time clarity, in their upcoming, professional endeavors. When students ask for my mentorship, I draw upon my employment/industry understandings, along with my personal experiences, and I willingly, but humbly offer advice and honest guidance.

*Lecturer, James Benjamin Department of Accounting*

Summer 2012 – Present

- Developed and currently teach, Survey of Accounting Principles (ACCT 209) to approximately 2,000 Undergraduate students per calendar year, which focuses on the preparation and interpretation of financial statements and internal control.
  - Partnered with the Office of Academic Innovation to develop a brand-new, innovative, high-quality online (distance) learning course.
  - Developed and delivered the following objectives: Chapter Notes, Quizzes, Exams, recorded approximately 50 new, online, lecture/demo videos (which included closed-captions, video intro/outro clips, etc.), developed a new Project, which integrated Excel skills through LinkedIn Learning, and more.
  - Integrated Packback into the Course to provide a protected, collaborative, and graded discussion platform for students.
  - Partnered with Respondus LockDown Browser + Monitor to have students take Exams online, with proper supervision, to help maintain the integrity of the online-learning environment.
  - Incorporated myBusinessCourse, into Canvas, to provide students with additional Course Materials to aide in the learning of the Course Objectives.
- Developed and currently teach, Accounting Concepts & Procedures I (ACCT 640) to approximately 375 Graduate students per calendar year, which focuses on the accounting concepts and relationships essential to administrative decisions; use of accounting statements and reports as policymaking and policy execution tools.
  - Transitioned the course from a traditional, face-to-face, instructional classroom/method, to an asynchronous, online-based learning environment.
  - Online-based learning environment includes lecture videos covering textbook information, examples, quizzes, exams, projects, discussion forums/feedback, and more.

- Designed and taught, Critical Communication Skills for Accountants (ACCT 421) to approximately 300 Undergraduate students per calendar year, which focuses on the development of oral and written communication skills necessary for successful careers in public and corporate accounting.
  - Prepared innovative lesson plans consisting of more impromptu/spontaneous speaking opportunities.
  - Revised Course to include an emphasis on virtual presentations and virtual meetings using Zoom.
  - Implemented additional preparation/participation activities using the PitchVantage software.
  - Assisted in the collection of students, oral, communication skills development data using an AAC&U, inspired rubric which was submitted to the OIEE.
- Collaborated with other Accounting Department faculty members and currently teach Principles of Accounting (ACCT 229), to approximately 150 Undergraduate students per calendar year, which focuses on the recording and reporting of business transactions and the analysis and use of financial statements.
  - Transitioned a section of this course from a traditional, face-to-face, instructional classroom/method, to an asynchronous, online-based learning environment.
  - Online-based learning environment includes online, lecture videos covering textbook information, examples, quizzes, exams, projects, discussion forums/feedback, and more.
  - Attached the HonorLock extension on all Exams to assist in securing online-testing surroundings, confirming registered students/test takers, and to help maintain the integrity of Exams.
- Taught Energy Industry (BUSN 302), to approximately 50 Undergraduate students per calendar year, which focused on the different aspects of the Oil & Gas Industry, as well as lead networking events between current students and Industry Executives.
- Assisted in the coordination of 4 business school case competitions which served as a high-impact learning experience with real-world executive exposure for the participating students.

*Mays Digital Learning Committee Member, Mays Business School*

Spring 2020 - Present

- Assigned to the Mays Digital Learning Committee as the Representative from the James Benjamin Department of Accounting.
  - Attended monthly meetings which discussed current and future technical implementations for each Department of the Mays Business School.
  - Collaborated with other department representatives about which digital operations were effectively working and which needed improvement.
  - Reported, to the Accounting Department Head and the Assistant Department Head, technical/digital updates important for faculty and staff members.

*Additional Support Roles*

Spring 2020 – Present

- Facilitated the conclusion of the ACCT 209 Spring 2020 course, to approximately 1,000 students.
  - Recorded lecture videos, uploaded quizzes, & final exam material.
  - Communicated with students, during remaining weeks of course, and throughout grading period.
- Hosted & co-hosted several online-trainings covering Zoom (virtual meeting platform) capabilities and functionalities.
- Converted and transitioned the ACCT 421, 2020 Summer Session II online course, to the new, Learning Management System (LMS) called Canvas.
  - Lead online-trainings highlighting Canvas operations for Accounting faculty and staff members who intended to transition their courses to Canvas for the Fall 2020 semester.
  - Supported faculty members with Canvas-related issues during Fall 2020 semester.
- Interviewed approximately 20 students applying for the Professional Program in Accounting.

**Landmark Field Services, Inc., Pennsylvania/West Virginia**

Spring 2010 – Summer 2012

*Records Supervisor*

Fall 2011 – Summer 2012

- Prepared binding, legal documents between landowners and natural-gas company clients after all terms are negotiated and agreed upon for acquisition of pipeline rights-of-way, compressor sites, surface/valve sites, and/or electrical transmission lines.
- Calculated payment amounts for landowners, covering 9 counties in Pennsylvania and West Virginia involving bonus money allocations for the initial, signed, right-of-way option, followed by the full, agreed-upon compensation at time of pipeline construction.
- Accounted for and maintain complete and accurate landowner records database including signed agreements, recorded memorandums, right-of-way payments, maps/exhibits, title research, and more.

*Title Agent*

*Spring 2010 – Fall 2011*

- Performed surface-title research on numerous properties in 5 counties in Pennsylvania and 2 counties in West Virginia, which included determining current ownership, shape and acreage of property, and identification of existing easements, rights-of-way, and/or oil and natural gas leases.

**Ernst & Young, Fort Worth, TX**

Fall 2008 – Spring 2010

*Audit Experienced Associate, Assurance Service*

Industry Experience: Oil & Gas, Retail, and Consumer Goods

- Early promotion to Senior Associate to manage a public engagement, then becoming responsible for supervising 2-3 staff members/interns, coordinating with audit managers and audit partners, and managing day-to-day activities for engagements which included completing projects on time and within budget.
- Performed annual audits and quarterly reviews of public and private companies which include completing Sarbanes-Oxley 404 internal control and compliance testing.
- Developed strong relationships with all audit clients by maximum effort to understand their needs.

*Audit Intern, Assurance Services, Chicago, IL*

Spring 2007

- Completed a challenging, ten-week Audit Internship that consisted of working with large teams at different Ernst & Young client sites.
- Achieved a competency in high-level audit procedures, Sarbanes-Oxley and year-end compliance work, while also developing professional communication skills with co-workers and clients.

**Texas A&M Career Center, College Station, TX**

Summer 2007 - Spring 2008

*Graduate Assistant, Business Career Services*

- Prepared and presented approximately 10 career-oriented presentations per semester.
- Edited current and former student resumes and other career related documents to assist graduates in gaining challenging, employment positions.
- Compiled and analyzed undergraduate graduation statistics, relied upon by the Dean's Office and the Career Center, to rank Mays Business School amongst its peers.

*\*Recommendations available upon request*