

Candidate for Secretary/Treasurer

Theresa A. Steinbach
DePaul University, Chicago IL USA

BIOGRAPHY

Academic Background:

Ph.D., DePaul University, 2008, Computer Science.

Professional Experience:

Assistant Professor, DePaul University, Chicago, IL, USA, 2005 – 2009;

Instructor, DePaul University, Chicago, IL, USA, 2000 – 2005;

President, Bogdan Computer Group, Chicago, IL, USA, 1986 – 2000.

Professional Interest:

IT and IS education; Project Management; Women in IT; System Analysis and Design.

STATEMENT

The leadership and people skills I honed as the owner of two businesses taught me the importance of accurate records and documentation, and timely communications. Additionally, I was treasurer of a local Chamber of Commerce for four years where part of my responsibilities included establishing a budget, automating the financial functions, and developing and presenting monthly, quarterly and yearly income and expense reports. I currently chair an active university-wide committee on academic policy which interfaces with all academic units as well as administrative departments. It is my responsibility to communicate with these constituents, provide minutes of each meeting and present recommended actions to Faculty Council.

In addition to performing the specific duties of the Secretary/Treasurer, I will collaborate with the Webmaster to make public those documents which are of interest to the members of the group. I will also create a repository for working papers of the Executive Committee in order to facilitate the work of the committee. I will propose and implement a systematic process of communications between the Executive Committee and the members in order to disseminate information about the group's activities and solicit input and feedback from the members at large.