

ANN STOLFA

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EDUCATION

- 1990 B.A. - RADIO AND TELEVISION PRODUCTION, OKLAHOMA STATE UNIVERSITY, STILLWATER, OK
- 1988 ASSOCIATE OF ARTS - PHOTOJOURNALISM, ST. GREGORY'S COLLEGE, SHAWNEE, OK

SKILLS

Proficient at developing and maintaining websites, including working in HTML and JavaScript. Proficient in Microsoft FrontPage 2003, Microsoft Publisher, Microsoft PowerPoint, Microsoft Word, Microsoft Excel, Adobe Acrobat; working knowledge of Illustrator 9.0 and Photoshop CS; excellent writing, design, and editing skills; much experience in planning, developing and disseminating promotional brochures, flyers, and catalogs.

EXPERIENCE

- 2005-PRESENT **MULTIMEDIA SPECIALIST**
WEBAMPHIBIAN.COM, ARDMORE, OK
Develop interactive CD-ROMs from printed instructional materials. Create interactive tests using Test Generator software. Write curriculum materials for OK Department of CareerTech. Develop websites and e-commerce sites, including planning, design, implementation and maintenance. Write users manuals for software products. Perform marketing and customer service duties for company.
- 1994-2005 **ASSISTANT INSTRUCTIONAL DEVELOPMENT SPECIALIST**
OK DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION, STILLWATER, OK
Directed all aspects of MAVCC web site, including planning, development and maintenance, as well as continuously improved web site features, including the implementation and maintenance of an on-line catalog. Project leader for planning and developing promotional materials and catalogs. Developed interactive CD-ROMs in HTML format from printed instructional materials. Assisted in development of instructional materials, including print and multimedia products. Coordinated all printing projects with the internal art department, internal print shop, and outside vendors. Responsible for coordinating information between MAVCC division and Customer Service division. Assisted with workshops and presentations by preparing print and multimedia materials.
- 1993 TO 1994 **BOOKKEEPER/ACCOUNTANT**
B & C OFFICE SUPPLY, STILLWATER, OK
Tabulated daily sales receipts using Quicken software, also responsible for accounts payable, accounts receivable, payroll, and daily and weekly computer system backups. Generated evening and monthly sales reports on computer, and composed and answered correspondence.
- 1991 TO 1993 **STORE MANAGER**
FINA BOOT AND SHOE REPAIR, OKLAHOMA CITY, OK
Purchasing agent for four stores. Tabulated daily sales receipts. Supervised employees for four stores. Set up business meetings, composed and answered correspondence. Prepared sales flyers and brochures.
- 1989 TO 1991 **ANNOUNCER AND PRODUCTION ASSISTANT**
KOSU-FM, STILLWATER, OK
On-air and production announcing. Produced show promotions. Engineered live newscasts, wrote reports, and generated corresponding paperwork.

PUBLICATIONS

- *TechConnect: Introduction to Sheet Metal*, Oklahoma Curriculum and Instructional Materials Center (CIMC), 2008
- *TechConnect: Introduction to Modern Manufacturing*, Oklahoma Curriculum and Instructional Materials Center (CIMC), 2008
- *TechConnect: Introduction to Transportation, Distribution, and Logistics*, Oklahoma Curriculum and Instructional Materials Center (CIMC), 2009
- *Chemistry of Food* (co-author), Oklahoma Curriculum and Instructional Materials Center (CIMC), 2009

PROFESSIONAL ORGANIZATIONS

Oklahoma Public Employees Association; Oklahoma Junior Chamber (Jaycees), State Webmaster, 2004; State Newsletter Editor, 2001-02; State Vice-President, 2000-01; State Vice-President and Chaplain, 1998-2000; Cowboy Country (Stillwater) Junior Chamber, Vice-President 1995-96, Public Relations/Event Planning officer 1996-98, Co-chair of 1997 "Not So Still Water" Duck Race; Co-chair of NFL Punt, Pass & Kick Sectional, 1999