

# STEPHEN FOX

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## PROFESSIONAL EXPERIENCE

**VELANKANI COMMUNICATIONS TECHNOLOGIES**, Somerset, NJ 2011-CURRENT

### Technical Writer

Wrote end-user documentation to support Element Management monitoring and alarming software.  
Wrote end-user documentation to support software that provides real-time graphical representation of network hardware status.

**TELCORDIA TECHNOLOGIES**, Piscataway, NJ 1999 - 2001

### Training Lead/ILS Developer

Worked with customers (Sprint, Quest and Bell Atlantic) to identify educational needs, negotiated contracts, and coordinated delivery of custom training. Lead team of trainers to develop and deliver custom stand-up training for a variety of telecommunication software systems. Designed and developed computer based training packages. Developed and maintained paper and online documentation for legacy, soft-switch(VoIP) and next generation systems.

**THE NEWARK MUSEUM**, Newark, NJ 1993 - 2013

### Teacher (Artist-in-Residence 1993)

Delivered workshops for adults and children in sculpture and printmaking. In spring 2013, the Newark Museum shuttered its adult education program.

**BUCKS COUNTY COMMUNITY COLLEGE**, Newtown, PA Spring 2002

### Adjunct Instructor

Developed syllabus and taught Intro to Printmaking (ARTS160), and Intaglio and Relief (ARTS262). See syllabus for details.

**THE PRINTMAKING COUNCIL OF NJ**, North Branch, NJ 1992 - 2008

### Instructor and Bookkeeper

Teacher for in-house printmaking workshops as well as for the Roving Press program.

For six years I was responsible for all financial transactions in the organization. Using Quickbooks, I prepared deposits and paid bills. I created reports for budgeting, board meetings and grant applications. As I was also Treasurer during this time, I was responsible for explaining the financials to the board and staff, directing investments (through Fidelity) and ensuring the financial stability of the organization both on a cash flow and long term basis. I designed and implemented oversight procedures and worked to ensure compliance with grant and 501(c)3 requirements. I also created and submitted NJSCA interim and final reports.

**PETER'S VALLEY**, Layton, NJ 1999

**Workshop Instructor for *Printmaker's Rags***

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**SYSTEMS DOCUMENTATION INC.,** Edison, NJ 1992-1998

**Contractor; Multiplatform Conversions, Technical Editor**

- **Telcordia** (formally Bellcore) – Designed and developed learning support materials, including paper and online documentation. Converted CBT Documentation from troff to Framemaker.
- **Dranetz** – Updated and reformatted new "EC" versions of firmware documentation.
- **Bellcore** – Maintained documentation and created and delivered custom training for a suite of telecommunications software.
- **X/Open** – Created prototype of new "man" pages in SGML.
- **AT&T** – Analyzed Service Representative's needs and made recommendations on how to improve intranet served information to maximize sales.
- **IBM** – Edited, updated, and converted SNA and OSI documentation from BookMaster to SGML.
- **AT&T** – Migrated and rewrote on-line documentation in HTML for inbound telemarketing service representatives.
- **AT&T Microelectronics** – Wrote and edited hardware documentation.
- **Banker's Trust** – Created 'soft' versions and on-line help.

**FREELANCE CONSULTING** 1988-1993

- **Dun & Bradstreet**
  - Documented new business plan for Small Business Systems unit.
  - Network Manager and technical advisor.
  - Developed reorganization plan for Data Management Group.
- **AT&T** – Documented Customer Contact Platform for Consumer Video Services.

**NEOMETRICS INC.,** East Northport, NY 1989

Set up and tested equipment for Novell networks to be installed in state health agencies, tested software, and wrote user documentation as well as in-house technical manual.

**CENTRAL PARC RESTAURANT,** Lake Hopatcong, NJ 1985-1987

**THE LIGHTHOUSE** 1985-1986

**Manager/Chef**

- Managed restaurant, bar, marina and security staff.
- Contracted and managed musical and comedy entertainment.
- Wrote and managed advertising for print and radio.
- Planned and prepared menu.
- Maintained alcohol inventory.
- Oversaw nightclub operations.

## COMPUTER SKILLS

Extensive knowledge of QuickBooks, Word for Windows, Framemaker, PageMaker, Excel, PhotoShop, Paintshop Pro, Front Page, Dreamweaver, Fireworks, PowerPoint, Illustrator, Designer, Lotus 123, Notes, Freehand, BookMaster, Arbortext, Dynatext, SGML, HTML, and many other software packages on Macintosh, IBM PCs (running DOS, Windows, and LINUX), and mainframe systems.

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## EDUCATION

M.F.A., Pratt Institute, Brooklyn, NY. Major: Painting

BA, Muhlenberg College, Allentown, Pennsylvania. Majors: Art and Psychology

Suffield Academy, Suffield, Connecticut

## ADDITIONAL ACCOMPLISHMENTS

- Completed PMP training for certification in 2015. Didn't take the exam because PMI changed the certification training requirements.
- Landlord – I have owned 2 rental buildings, one mixed use, the second residential. I was responsible for all aspects of their function, including:
  - Building maintenance. My second building, an 1865 Federal, required extensive historic renovation. (I have also completely renovated two other residential buildings.)
  - Advertising,
  - Leasing,
  - Collecting rents and paying bills.
- Sculpture Artist-in-Residence at the Newark Museum, 1993.
- Led a team of artists to create the World's Largest Print (10'x100') on July 3rd, 1999.
- Kehilat HaNahar (Chair Building and Grounds Committee, Board Member, 2006-current).
  - Identify needs and contract for building maintenance; focusing on usability, ADA and safety issues.
  - I was the lead in working with our engineer on design and with the Borough for permits and zoning to improve our parking facilities.
  - I have also appeared in front of various governmental agencies to obtain permission and permits to perform work.
- Westfield Weavers
  - President (2006-08) – Responsible for running meetings.
  - VP ('98-'99 and '09-'10). Responsible for identifying and scheduling programs for meetings.
  - Treasurer '08-'16 – paid bills and made deposits.
- Member-at-large, Board of the Friends of the Flemington Free Public Library (2015-current).
- Vice-President, Mediatech Foundation (Current).
- Representative to the Board of the Mid-Atlantic Fiber Association (2008-current).
- Volunteer for Habitat for Humanity (2012-2015).
- Chair of the Art Committee at Acorn Montessori School, 2012-14. Conceived, designed and worked with all the children in the school to create art projects for each classroom. These works of art were then auctioned off at the annual fundraiser and raised nearly \$40,000 over 3 years.
- Printmaking Council of New Jersey:
  - Chairman of the Education Committee ('97-'98)
    - I was in charge of creating a philosophy for the educational program,
    - identifying and scheduling teachers and
    - creating and distributing the educational brochure.

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- Executive Committee (98-02),
  - Implemented a capital campaign to expand our building.
  - Met with architects to design a new building.
  - Worked with community leaders to gain support and funding.
  - Partnered with NJ Transit to design parking to better serve PCNJ and the community.
  - Partnered with other EC members and Executive Director to manage day-to-day operations as well as create and implement long term goals.
  - Ran board meetings.
- Treasurer ('02-'08),
  - Responsible for all financial transactions in the organization.
  - I created reports for budgeting, board meetings and grant applications.
  - Responsible for explaining the financials to the board and staff,
  - directing investments (through Fidelity) and
  - ensuring the financial stability of the organization both on a cash flow and long term basis.
  - Designed and implemented oversight procedures and worked to ensure compliance with grant and 501(c)3 requirements.
  - Completed and submitted NJSCA interim and final reports.
- American Print Alliance (board member, 2006-2008).
- Somerset County Cultural and Heritage block grant committee, panel member (1997-2010).
- Teen Arts instructor in printmaking and art criticism for Union and Somerset Counties.
- Taught Art History for Watchung Hills High school through the Humanities Alliance, 1998.
- Member of The Surface Design Guild of New Jersey, Book Arts Roundtable and the Artists Book Exchange (past president).

**For further information, including portfolio and student work, visit <http://stephenfox.info>**