

STEPHEN FOX

21 Mine St. • Flemington, NJ • (908) 237-1913 • sfoxnj@yahoo.com

PROFESSIONAL EXPERIENCE

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 - Present

Instructor (Artist-in-Residence 1993)

Workshops for adults and children:

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 completed and submitted NJSCA interim and final reports.

PETER'S VALLEY, Layton, NJ 1999

Workshop Instructor for *Printmaker's Rags*

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 formatted new "EC" versions of firmware documentation.
- **Bellcore** – Maintained documentation and created and delivered custom training for a suite of telecommunications software.

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- **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

- Staff management
- Band management
- Advertising
- 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.

EDUCATION

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

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

Suffield Academy, Suffield, Connecticut

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ADDITIONAL ACCOMPLISHMENTS

- Landlord – I have owned 2 rental buildings. 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 (co-chair Building and Grounds, 2006-current).
 - Identify needs and contract for building maintenance; focusing on usability, ADA and safety issues.
 - I am the lead in working with our engineer on design and with the Borough for permits and zoning to improving our parking facilities.
 - I have also appeared in front of the HARB to get approval for a new roof.
- 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-'10 – paid bills and made deposits.
- 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.
 - Executive Committee (98-02),
 - Implemented a capital campaign to expand our building.
 - Met with architects to design the 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.
 - Using Quickbooks, I prepared deposits and paid bills.
 - 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

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- 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.
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- American Print Alliance (board member, 2006-2008).
 - Somerset County Cultural and Heritage block grant committee, panel member (97-02).
 - 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 go to <http://stephenfox.info>