



KZ

KIMBERLY STAMBAUGH

COMMUNICATION | ACCOUNTING
CORINTH, TX | 307-899-1705 | FRONTIERFORTITUDE@GMAIL.COM

SUMMARY

Working in the nonprofit industry for over 15 years, the scope of my work experience includes accounting, administrative duties, content & production management, website maintenance and social media management. A company's image needs to be key to efficiently express the goals and significance of that company in a fiscally responsible way. This is a creative producer's role.

SKILLS

- Graphic Design
- Production
- Photography
- Transcription
- Proofreading
- Social & Digital Media
- Content Writing
- Ad conceptualization
- Archive digitization
- Office management
- AP & AR
- Scheduling
- Customer service

EXPERIENCE

EXECUTIVE DIRECTOR – FRIENDS OF A LEGACY (FOAL) 10/2021 - PRESENT

Director of Non-Profit & Board Management

www.friendsofalegacy.org

- ✓ organizational development
- ✓ fundraising | financial management
- ✓ facilitating board meetings
- ✓ social media | website | content | graphic design
- ✓ event planning
- ✓ senior management
- ✓ educational programming | program development
- ✓ file management & digitization
- ✓ communications | publications
- ✓ leadership development | cooperative work w/BLM

ACCOUNTING ASSISTANT - CENTER OF THE WEST

08/2013 - PRESENT

Accounting Assistant

www.centerofthewest.org

- ✓ invoice processing & weekly check run
- ✓ vendor maintenance
- ✓ budget management w/internal departments' expenses
- ✓ GL transfers/corrections | bank reconciliation
- ✓ cash deposits | AR overflow
- ✓ corporate online purchase card system maintenance/administrator
- ✓ process 1099 MISC/NEC forms
- ✓ self-pay health account maintenance & entry from Tall Tree Administrators check registers
- ✓ assisting Accounting Controller with overflow
- ✓ Fixed Asset maintenance (additions & deletions)
- ✓ Audit paperwork prep & portal updates for auditors

frontierfortitude@gmail.com
frontierfortitude.com

Instagram: frontierkimz | Facebook: @wyofrontier

Linkedin: <https://www.linkedin.com/in/frontierfortitude/> | Pinterest: <https://www.pinterest.com/wyofrontier>

SOFTWARE & PROGRAMS

- Adobe Creative Suite
- WIX Website manager
- WordPress
- Instagram
- Twitter
- Facebook
- Pinterest
- LinkedIn
- Tiktok
- MS Office/Portal 365
- Microsoft Dynamics GP 2019
- Gmail/Google Drive
- Google Docs
- Square
- Point of Sale Software
- QuickBooks
- Frase.io & InLinks.com

MEDIA DESIGNER/BOOKKEEPER - CODY C&MA CHURCH

03/2007 - 08/2013

Content & Creation Management | Accounting

www.codycma.org

Bookkeeping

- ✓ accounts payable
- ✓ accounts receivable
- ✓ Payroll | G/L functions
- ✓ work w/governing board on budget reports
- ✓ working w/CPA as my check-and-balance for all accounting practices
- ✓ providing financial information for the church body
- ✓ yearend tax receipts for church body as per IRS standards in deductions

Content Manager

- ✓ weekly Sunday media (online & print)
- ✓ weekly creative collaborative meetings
- ✓ digital graphics for events, ministries, and committees
- ✓ graphic design & content development
- ✓ website management
- ✓ photography
- ✓ media kit creation for advertising
- ✓ regional creative manager for churches in the ministerial
- ✓ working w/CMA national organizations in creative & graphics media kits

BUSINESS | FREELANCE

FRONTIER FORTITUDE

01/2011 - PRESENT

Photographer | Designer | Content Creator & Manager

www.frontierfortitude.com

- ✓ Photography (*portraits, events, still life, etc.*)
- ✓ Brand & Business Management | advertising of company
- ✓ Graphic design on contract with other organizations
 - Cody Stampede Parade & Rodeo Annual Program (*5-year client*) (*print publication, content writing & proofreading*)
 - Big Horn Basin Proline (*6-year client*) (*website, SM, print publication, content writing*)
 - Matt Tarr Rodeo Clown Website & Social Media
 - Ashley for Idaho website launch & build (*2022 governor race in ID*)

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<https://vocal.media/authors/kim-zierlein> | <https://www.viewbug.com/member/kimzierlein>

REFERENCES

KAREN MCWHORTER
SCARLETT CURATOR OF WESTERN
AMERICAN ART, WHITNEY
WESTERN ART MUSEUM
COLLIER-READ DIRECTOR OF
CURATORIAL, EDUCATION, AND
MUSEUM SERVICES

(current co-worker BBCW)

(307)578-4053 or

karenm@centerofthewest.org

Professional

JEREMY JOHNSTON
WF CODY PAPERS LEAD EDITOR,
HISTORIAN, & BUFFALO BILL
MUSEUM CURATOR AT BUFFALO
BILL CENTER OF THE WEST

(307) 254-2146 or

jeremyj@centerofthewest.org

Professional

LYNN RODGERS
CHIEF FINANCIAL OFFICER (CFO)
AT BUFFALO BILL CENTER OF THE
WEST

lynnr@centerofthewest.org

Professional

MATT & STACIE TARR
PRCA RODEO CLOWN & COORS
MAN IN THE CAN CREW

mattdtarr@aol.com

staciejtarr@yahoo.com

Professional & Personal

LINDA CLARK
RETIRED OFFICE MANAGER OF
WILLIAM F. CODY PAPERS
PROJECT

(past co-worker/manager)

(307)250-0106 or

codyfirefly@gmail.com

Professional & Personal

UPWORK - FREELANCER

01/2020 - PRESENT

Graphic Design | Content

Pitch proposals for contract work.

www.upwork.com

- ✓ working on one-off or continual contractual projects
- ✓ actively bidding out projects
- ✓ online relationship builds
- ✓ Projects Include the following...
 - Novel transcription | Newsletter design/editing/content writing
 - Online content | Graphic design projects
 - SEO optimized articles

11TH OVC: CIVIL WAR RESEARCH PROJECT

09/2019 - PRESENT

Historical Transcriptionist | Database Management

www.11thovc.com

- ✓ transfer scanned journals to MS Word or online database
- ✓ work from high resolution digital scans of archives to transcribe and upload information on searchable website
- ✓ enter information into the web database system
- ✓ use interface in back end tagging in live field built in custom research arsenals app for project
- ✓ transcribing & proofreading

RODEO FAME MAGAZINE

LEGACY OF THE WEST GALA | LONGEST RUNWAY

05/2013 - 12/2020

Editorial Staff | Content Writer

- ✓ liaison with contracted photographers
- ✓ working w/editorial staff on meeting print magazine deadlines to distribute to 25,000+ readers
- ✓ online blog/social media posts
- ✓ coverage of rodeo famous via editorial team contact
- ✓ story leads on the "next best" in the rodeo world
- ✓ creative management for media packets, ad sale options
- ✓ photography editor
- ✓ proofreading print mockup of magazine pre-press run
- ✓ content writing

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EDUCATION

IN PROCESS

BACHELOR OF ARTS

DIGITAL JOURNALISM & MEDIA

PENDING GRADUATION DATE

DECEMBER 2022

PENN STATE WORLD CAMPUS

(STATE COLLEGE, PA)

Accumulative GPA of 3.75

Member of Honor Society and

Scholarship recipient

Dean's List 3 consecutive

semesters

ASSOCIATES OF APPLIED SCIENCE

GRAPHIC DESIGN

GRADUATED MAY 2006

NORTHWEST COLLEGE (POWELL, WY)

Consistent GPA of 3.8

Treasurer for Phi Theta Kappa

2005-2006

HIGH SCHOOL DIPLOMA

GRADUATED MAY 2004

CODY HIGH SCHOOL

Consistent GPA 3.9

Yearbook Editor 2003-2004 |

Yearbook Assistant Editor 2002-
2003

Literary Magazine Editor 2003 |

Yearbook photographer 2002-
2004

COMMUNITY PROJECTS | VOLUNTEER

CENTER OF THE WEST NON-PAID INTERNSHIP | WORK STUDY (PT)

- ✓ Blog writing & optimization for the Center, specifically the McCracken Research Library
- ✓ Social media scheduling & content creation for the Draper Natural History Museum

VOLUNTEERING WITH DIGITIZATION IN CFM RECORDS OFFICE

- ✓ Scan archives at required DPI for digital archiving
- ✓ photography digitization of microfilm

SERENITY PREGNANCY CENTER (2008-2009)

FOUNDING BOOKKEEPER/INTREM TREASURER | CO-DESIGNER

- ✓ Help found the Serenity treasurer/bookkeeping position to start receiving cash donations/pay bills, review 501c3 status, non-profit book set up, work w/CPA
- ✓ Design/distribute newsletters both print and email (Mail Chimp) work with branding for internal/external communication purposes

THE GCF/CAMA ORGANIZATIONS (2009-2010)

MEDIA DESIGN | CONTENT CREATOR

- ✓ Work with global missions' information in the national office for the Christian and Missionary Alliance. Specifically working with CAMA and the Great Commission Fund located in Colorado Springs, CO to produce informational slides for national convention and PowerPoint presentations of statistics provided for mass circulation.

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