



# KS

## KIMBERLY STAMBAUGH

COMMUNICATION | ACCOUNTING  
3021 POTTERY TRL | CORINTH, TX 76210  
307-899-1705 | FRONTIERFORTITUDE@GMAIL.COM

### SUMMARY

Working in the nonprofit and corporate industries for over 15 years, the scope of my work experience includes accounting, administrative duties, content & production management, website maintenance, photography, and social media management. A company's message needs to be understood on a business level and it is key to efficiently express the message of the company in a fiscally, responsible way. This is a team members role in any company.

### SKILLS

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

### EXPERIENCE

#### STAFF ACCOUNTANT- DALLAS COWBOYS

12/2022 - PRESENT

*Accountant – Non-Football Division*

[www.dallascowboys.com](http://www.dallascowboys.com)

- ✓ invoice processing & check run for business accounts
- ✓ W9/1099 MISC/NEC maintenance for business accounts
- ✓ Cash/ACH deposit processing for business accounts
- ✓ Bank Reconciliation
- ✓ Rental Land Aging Reports, JE entry, and Rent Roll
- ✓ Management Fee invoice generation and payment
- ✓ Journal Entry creation and month end posting
- ✓ Payroll hourly processing and submittal to accountant
- ✓ Inner Company JE uploads and Trial Balance monthly reconciliation
- ✓ Transactional posting as needed

#### EXECUTIVE DIRECTOR – FRIENDS OF A LEGACY (FOAL)

10/2021 – 11/2022

*Director of Non-Profit & Board Management*

[www.friendsofalegacy.org](http://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

frontierfortitude@gmail.com  
frontierfortitude.com

## SOFTWARE & PROGRAMS

- Adobe Creative Suite
- WIX Website manager
- WordPress
- Instagram
- Twitter
- Facebook
- Pinterest
- LinkedIn
- Tiktok
- MS Office/Portal 365
- Microsoft Dynamics GP 2019
- Microsoft Dynamics AX 2012
- Laserfiche
- Gmail/Google Drive
- Google Docs
- Square
- Point of Sale Software
- QuickBooks
- Frase.io & InLinks.com

## ACCOUNTING ASSISTANT - CENTER OF THE WEST

08/2013 - 12/2022

*Accounting Assistant*

[www.centerofthewest.org](http://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

## MEDIA DESIGNER/BOOKKEEPER - CODY C&MA CHURCH

03/2007 - 08/2013

*Content & Creation Management | Accounting*

[www.codycma.org](http://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

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

## 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](mailto: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](mailto:jeremyj@centerofthewest.org)

*Professional*

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

[mattdtarr@aol.com](mailto:mattdtarr@aol.com)

[staciejtarr@yahoo.com](mailto: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](mailto:codyfirefly@gmail.com)

*Professional & Personal*

## BUSINESS | FREELANCE

### FRONTIER FORTITUDE

01/2011 - PRESENT

*Photographer | Designer | Content Creator & Manager*

[www.frontierfortitude.com](http://www.frontierfortitude.com)

- ✓ **Photography** (*portraits, events, still life, etc.*)
- ✓ **Brand & Business Management**
- ✓ **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*)
  - *Passport to Fun Travel* (*website*) *new client - 2022*
- ✓ **UPWORK** Freelance Contracts | Graphics 7 Content
  - Novel transcription
  - frequent e-newsletters & social media campaigns
  - HOA Newsletter design & editing
  - SEO optimized article writing
- ✓ **11<sup>th</sup> OVC: Civil War Research Database Project**
  - Transfer scanned journals to online database with tagging and transcription
  - Live field optimization
  - Proofreading & editing
  - <https://researcharsenal.com/> | live project coming soon in 2023

### RODEO FAME MAGAZINE

#### LEGACY OF THE WEST GALA | LONGEST RUNWAY

05/2013 - 12/2020

*Editorial Staff | Content Writer*

- ✓ photography editor
- ✓ 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
- ✓ proofreading print mockup of magazine pre-press run
- ✓ content writings

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

## EDUCATION

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### BACHELOR OF ARTS

#### DIGITAL JOURNALISM & MEDIA

GRADUATED DECEMBER 2022

#### PENN STATE WORLD CAMPUS

(STATE COLLEGE, PA)

Accumulative GPA of 3.75

Member of Honor Society

Scholarship recipient

Dean's List 3 consecutive

Semesters

### ASSOCIATES OF APPLIED SCIENCE

#### GRAPHIC DESIGN

GRADUATED MAY 2006

#### NORTHWEST COLLEGE

(POWELL, WY)

Accumulative GPA of 3.8

Treasurer for Phi Theta Kappa

2005-2006

### HIGH SCHOOL DIPLOMA

GRADUATED MAY 2004

#### CODY HIGH SCHOOL

GPA 3.9

Yearbook Editor 2003-2004

Literary Magazine Editor 2003

## COMMUNITY PROJECTS | VOLUNTEER

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### 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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