

# JOAN STOLTZFUS

124 North Fernwood Avenue, Pitman, NJ 08071 · 609-221-6190  
[joanstoltzfus1@google.com](mailto:joanstoltzfus1@google.com) · [LinkedIn Profile: http://bit.ly/2q7kCMW](#)

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## PROFESSIONAL SUMMARY

I am a highly accomplished professional with diverse experience providing administrative and marketing services in both large and small organizations. I possess excellent communication and inter-personal skills and demonstrate professionalism with an emphasis on a proactive approach in all my work.

## SKILLS

- Exceptionally well organized, efficient and disciplined.
- Excellent multi-tasking and time management skills.
- Strong coordination skills to work with management, cross-functional teams and vendors/clients in the execution of daily tasks.
- Exceptionally well organized, efficient and disciplined.
- Organized with strong ability to generate and maintain records, oversee projects, keep on track, and meet deadlines.
- Versatile in many computer operating systems and programs including Word, Outlook, PowerPoint, Excel, Publisher, Adobe 8 Professional, Google Docs, Google Spreadsheets, ACT.

## EXPERIENCE

2009 – TO PRESENT

### ADVERTISING TRAFFIC COORDINATOR, MEDIA WEST, LLC

Began working remotely for newly formed company, Media West, LLC (formerly Professional Media Group, Inc.) in 2009. I manage multiple production schedules for print advertising; monitor and ensure that advertising insertion orders and ad placement deadlines are met and completed according to deadlines. By proofing all received insertion orders and camera-ready ads prior to distributing to advertising production, I ensure the accuracy of advertising sales. I professionally work with advertising agencies, publishers, editors, and production teams, coordinating ad processes in a timely and cost-efficient manner and build strong relationships with journal editors and production staff.

2009 – TO PRESENT

### ADMINISTRATIVE ASSISTANT TO VICE PRESIDENT, JLR ASSOCIATES

Remotely provide ongoing and as needed administrative support to the Vice President using GotoMyPC. I assist VP with email correspondence, proofing and editing emails, along with candidates resumes and make any necessary changes before submitting to clients. Assist in updating resume database. Create and distribute HTML marketing email and newsletters broadcasts. Imported and maintain over 7,000 members in online email contact list. With a keen eye for detail, I also handle miscellaneous job write-ups and design layout instructions for a

print-based postcard firm the VP works for. I successfully aid VP in getting quick design mock-up delivered and quick approval turn-around.

#### **2013 – TO PRESENT**

#### **SECRETARY, MARKETING & PR COORDINATOR, GREATER PITMAN CHAMBER OF COMMERCE**

Hired in 2013 to be the secretary to the Chamber, this position quickly grew into a marketing and PR role as I began taking on more responsibility. I have successfully been able to share my expertise and knowledge of the advertising and PR industry and have become the 'go-to' person for Chamber's marketing and social media needs, working very closely with the President, Vice President, Treasurer and other Board and Committee members and staying in tune with the Chambers goals. Create and develop marketing campaign strategies and designs for the Chamber, promoting the town as a destination spot. Developed and designed both print and banner ad campaigns, as well as secure advertising spots according to budget, including securing billboard and radio advertising for Uptown Pitman Chamber events. Create and distribute Uptown Pitman Email Newsletter about upcoming Chamber events. Attend monthly Chamber meetings and record and transcribe minutes, distribute previous minutes and agenda as well as volunteer and attend events to assisting facilitate, setup and be on-hand for questions.

## **EDUCATION**

- **FALL 2009 TO 2011 - GLOUCESTER COUNTY COMMUNITY COLLEGE**  
COMPUTER GRAPHIC ARTS PROGRAM
- **SEPTEMBER 2012 – DECEMBER 2012 - GLOUCESTER COUNTY COMMUNITY COLLEGE**  
CONTINUING EDUCATION, E-Learning Course  
ONLINE E-MARKETING ESSENTIALS
- RECEIVED CERTIFICATES/INSTRUCTION IN MICROSOFT WINDOWS, WORD FOR WINDOWS, EXCEL, POWERPOINT, QUICKBOOKS, AND DESKTOP PUBLISHING DESIGN AND HTML

## **ACTIVITIES**

- Volunteer for annual craft show. Held twice a year, with over 300+ crafters, I help setup, man Chamber information table, assist with registering crafters and answering questions.
- Volunteer at Chamber events and provide photography of many of the events.
- Photographer, owner Intrigued by Images, Website: <https://www.intriguedbyimages.com/>