

Stephen Montagna

1441 East Johnson Street
Apartment D
Madison, WI 53703
608.251.2097
montymr@gmail.com



Summary of Qualifications

- Excellent communication skills in spoken, written, and electronic media; well versed in marshaling content between modes of communication to reach a variety of audiences
- Experience working in academic environments and interfacing with high schools, non-profits, community organizations, and people from diverse backgrounds
- Extensive computer experience across platforms with a variety of applications

Relevant Experience

Creative Consultant

Spring/Summer 2008
freelance

UW-Madison Office for Equity & Diversity

Learning Communities – Promotional Materials Project

179A Bascom Hall, 500 Lincoln Drive, Madison, WI 53706
Spring/Summer 2008

- Assisted staff with re-evaluating current state of text and visual elements and set goals for revisions and broadening audience
audience selection, needs assessment, project planning
- Revised and reconstructed public relations materials; generated text, created and manipulated graphic elements, created slogan and marketing concepts
copyediting, branding, design, layout, marketing, MS Word, InDesign, Illustrator, Photoshop, VectorDesigner

Application Trainer

August 2006–May 2007
full time

Epic Systems

1979 Milky Way, Verona, WI 53593

- Instructed staff and customers in fundamental and administrative level classes
public speaking, presentation, Prelude, ADT, Identity, BedTime app's in Epic suite
- Proctored and graded certification exams and certification projects; maintained a database of staff project and exam scores
Access, filing, copy editing, QA
- Maintained instructional materials including training manuals, presentation slides, quizzes, diagrams, and flowcharts
copy editing, graphics, Powerpoint

Media Specialist

May 2000–July 2006
full time

University of Wisconsin Center for Women's Health Research

700 Regent Street, Suite 301, Madison, WI 53715

- Created public presence for U.S. DHHS funded academic women's health center; designed, created, and maintained content for three web sites, promotional, educational, and institutional publications
InDesign, Photoshop, Dreamweaver
- Assisted staff with computer hardware and software support; provided staff training when appropriate
technical writing, supervision of interns
- Directed, and edited an educational video on gender equity; wrote grant to secure production funding
scriptwriting, Final Draft, Final Cut Express, grant writing

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Coordinator

October 1991–present
volunteer

Men Stopping Rape, Inc.

P.O. Box 2361, Madison WI 53701-2361

- Presented countless workshops on UW-Madison and Edgewood College campuses and throughout the Dane County community
public speaking, public relations, group facilitation, non-violent intervention
- Contributed to community leadership via committee meetings for CCR-SA (Community Coordinated Response task force on Sexual Assault), the UW-Madison Campus Sub-committee of the CCR-SA, and planning committees for Sexual Assault Awareness Month, Take Back the Night, and other coalitions
- Represented the organization to the community
public relations, media appearances, web maintenance, database management

Program Assistant

April 1997–May 2000
full time

William S. Middleton Memorial Veteran's Hospital – GEM Study

2500 Overlook Terrace, Madison, WI 53705

- Supported the Research Assistant and Principal Investigator in a nation-wide, ten site, five year Geriatric Evaluation & Management survey
research, note taking, medical terminology
- Enrolled patients according to study protocols
database, medical record review, healthcare consultation, patient interviews
- Maintained study database; coordinated data with the national coordinating site
database maintenance, faxing, QA

Program Assistant 2

Oct. 1995–March 1997
full time

University of Wisconsin Hospitals & Clinics

600 Highland Avenue, Madison, WI 52792

- Ameliorated clinic operations, supported nursing staff
reception, filing, faxing, ordering supplies, patient and staff schedule coordination
- Handled sensitive information and communication during medical emergencies
confidentiality, call triaging, discretion

Teaching Assistant

Fall/Spring 1991–1994
full time equivalent

University of Wisconsin-Madison – Department of Theatre & Drama

6173 Vilas Hall, 821 University Avenue, Madison, WI 53706

Theatre 150: The Fundamentals of Acting

- Expanded the horizons of over one hundred students over six semesters by leading them in the exploration of acting techniques, improvisation, two person scenes, character building, and text analysis
public speaking, curriculum, written and performed assignments, group facilitation
- Monitored student, reviewed journal writings, met with students individually
grading, advising, directing

University Service

Office for Equity & Diversity Leadership Institute participant **2004-'05**

Office for Equity & Diversity Leadership Institute Co-facilitator **2007-'08**

Education

University of Wisconsin-Madison, Madison, WI • *Master of Fine Arts in Acting, 1994*

Roger Williams College, Bristol, RI • *Bachelor of Arts in Theatre, 1991*

Skills

Ten plus years combined experience using the following software: Adobe InDesign, Photoshop, Illustrator, Dreamweaver, & Fireworks; Quark Xpress; FileMaker Pro; Final Cut Express, iMovie; Microsoft Office Suite; Mac and Win Operating Systems; Epic Systems ADT/Prelude Certified