

Karla E. Volpi

EXPERIENCE

Tohono O'odham Community College, Sells, AZ 85634

Title: Information Technology Manager / IT Director / VP Administrative Services and Finance

July 2011 – January 2017

- ◆ Managed ethnically and culturally diverse staff of 7 direct reports and a department of 30 persons
- ◆ Oversaw building of faculty offices, including repairs to existing septic system
- ◆ Produced and presented annual budgets
- ◆ Produced 5 year budget projections for presentation to Tribal Government
- ◆ Produced clean audit every year of Vice Presidency
- ◆ Enhanced security at Main Campus by adding 24 X 7 security guard presence
- ◆ Reworked financial statements to better reflect grants activities
- ◆ Streamlined mileage reimbursement
- ◆ Developed and maintained technology budget.
- ◆ Transitioned email from privately hosted web service to Google Apps allowing calendaring and collaboration.
- ◆ Implemented campus wide wireless access with Active Directory authentication.
- ◆ Implemented student network accounts allowing them secure access to both network storage and the wireless network
- ◆ Collaborated with the Title III Director, the Librarian and several faculty members to implement an iPad pilot program that was nationally recognized, resulting in the college being named a Computer World Honors Laureate

Casper College, Casper, WY 82601

Title: Instructor – Information Management

August 2009 – June 2011

- ◆ Taught full load of Information Management classes
- ◆ Member of the self-study committee for ACBSP accreditation
- ◆ Member of the steering committee for the Center for Excellence
- ◆ Presented 3 different presentations on the academic use of virtual worlds such as Second Life

Casper College, Casper, WY 82601

Title: Director of Information Technology

August 2005 – August 2009

- ◆ Developed, presented and maintained technology budget
- ◆ Developed ROI justifications for staffing reclassification, and leasing program

- ◆ Responsible for all technology, including computers, networking, to service college of 3,500 students and 500 employees
- ◆ Consolidated two disparate technology departments into a cohesive team
- ◆ Oversaw successful migration from Datatel product Colleague R17 to R18
- ◆ Oversaw successful implementation of Collegenet products Resource 25 and Schedule 25 using an Oracle back end
- ◆ Oversaw successful implementation of Perceptive Software product ImageNow in Financial Aid office and Admissions office using Oracle back end.
- ◆ Implemented monitoring procedures on a Linux platform to ensure the network was operating peak performance
- ◆ Implemented technology refresh program to ensure the college was using current computers and printers
- ◆ Developed refresh strategies to include servers and networking equipment
- ◆ Member of steering committee for current HLC Accreditation self-study and subsequent visit resulting in the recommendation of reaccreditation for another 10 years
- ◆ Managed IT staff of 10 including staffing and scheduling
- ◆ Member of state wide CIO consortium consisting of 7 community college CIOs
- ◆ Member of the WEN (Wyoming Equality Network) Policy Group

Boyertown Area School District, Boyertown, PA 19512

Title: Information Technology Manager

September 2003 – August 2005

- ◆ Responsible for all technology, including computers, networking, and video to service district of 7,000 students and 1,000 employees
- ◆ Developed ROI justifications for VOIP , staffing restructure and equipment leasing programing, saving the district tens of thousands of dollars
- ◆ Developed VOIP roll out to entire district
- ◆ Implemented monitoring procedures on a Linux platform to ensure the network was operating peak performance
- ◆ Instituted security policies to ensure sensitive student data was safe from would be hackers
- ◆ Worked with maintenance staff to design and build new server room the high school and new classroom in the administration building
- ◆ Involved in the retrofitting of junior high school, including technology planning
- ◆ Prepared and verified punch list for items within the retrofitting.
- ◆ Planned and performed aggressive summer schedule that included centrally managed Novell servers in each of the 12 buildings, purchase and installation of over 500 computers and GroupWise email for the entire district
- ◆ Managed IT staff of 14 including staffing and scheduling
- ◆ Developed, presented and maintained technology budget

Chester County Intermediate Unit, Exton, PA 19341

Title: Metropolitan Area Network Manager /Chesconet Technical Project Manager
December 2000 – September 2003

- ◆ Administer regional wide area network of both leased copper lines and private fibre that served over 100,000 users using predominantly Cisco equipment
- ◆ Managed Network Operations Center including staffing, scheduling and budgeting
- ◆ Coordinated cut-over West Chester University NOC to new NOC at Chester County Intermediate Unit
- ◆ Accountable to ensure network availability falls within SLA
- ◆ Developed new connectivity offerings and coordinated their implementation
- ◆ Coordinated video conferences using Cisco and Tandberg equipment
- ◆ Investigated and implemented wide area network applications
- ◆ Wrote custom monitoring and management programs in Perl
- ◆ Responsible for DNS, email, and Web Services primarily on a Linux platform
- ◆ Act as liaison between Verizon and Chesconet members

Business Technology Center, West Chester University, West Chester, PA 19383

Title: Director of Technical Operations/ Chesconet Technical Project Manager
July 1997 – December 2000

- ◆ Involved in several state-wide technology usage research initiatives
- ◆ Administer regional wide area network of over 100,000 users called Chesconet
- ◆ Project member for SSHEnet implementation and operation
- ◆ Coordinate installation of connectivity equipment
- ◆ Helped design network operating center in new office building
- ◆ Act as liaison between Verizon and Chesconet members
- ◆ Administer internal multi-protocol LAN
- ◆ Coordinated video conferences using an Accord MCU bridging ATM and ISDN end units were usually Polycom

Mast Contractors, Inc., Harleysville, PA 19438

Title: Systems Administrator/Asst. Controller September 1996 – July 1997

- ◆ Supervised staff of 6
- ◆ Conducted classes for staff on Windows 95, Excel, Word and Access (including creation of curriculum)
- ◆ Maintained entire accounting system
- ◆ Prepared monthly financial statements
- ◆ Oversaw all accounting functions
- ◆ Administer and maintain network systems
- ◆ Prepared draw documents to receive funding from various construction projects.

Delaware Park, Stanton, Delaware 19804

Title: Director of Accounting Services April 1995 - September 1996

- ◆ Supervised staff of 14 including network systems personnel
- ◆ Oversaw all accounting functions
- ◆ Selected and trained accounting staff in use of computer systems
- ◆ Wrote programs in BBX4, Paradox and Access to meet various needs for which there were no commercial software packages.
- ◆ Prepared draw documents to receive funding for phases of completion of the new slot machine area under grandstand.

E. N. Smith & Co./Bell Maintenance Products, Paoli/West Chester, Pennsylvania

Title Accountant/System Supervisor February 1991-April 1995

- ◆ Maintained continuity of accounting and computer systems
- ◆ Managed portfolios of over 15 million dollars.
- ◆ Customized Paradox applications for better reporting to sales people and owners
- ◆ Helped institute accounting policies
- ◆ Converted accounting to Open Systems, including streaming in history data

Extra Space Management, Inc., Midvale, Utah 84047

Title: Controller July 1989 - January 1991

- ◆ Supervised staff of three
- ◆ Controlled cash flow for eighteen mini-storage facilities throughout the nation
- ◆ Prepared monthly operating statements for owner of each facility
- ◆ Maintained payroll for approximately 50 employees in eight states, including filing of all monthly, quarterly and annual reports
- ◆ Prepared draw documents to receiving funding for phases of completion of minis storage facilities throughout the nation.
- ◆ Met with owners to verify punch list items before draw funding

Express Business Systems, Inc., Casper, WY 82601

Title: Controller/Software Specialist July 1987 - July 1989

- ◆ Maintained entire accounting system
- ◆ Performed conversion from Cyma to MBA Accounting Systems.
- ◆ Selected and trained office staff
- ◆ Prepared Monthly Financial Statements
- ◆ Responsible for A/R and Collections
- ◆ Figured Payroll based on hourly, salary and commission
- ◆ Performed all P/R functions from input to P/R tax reports
- ◆ Performed all A/P functions

Mountain West Broadcasting, Inc., Casper, WY 82601

Title: Controller August 1985 - July 1987

- ◆ Maintained entire accounting system
- ◆ Developed and Ran Traffic logs (advertisement placement)
- ◆ Prepared Monthly Financial Statements
- ◆ Responsible for A/R and Collections
- ◆ Figured Payroll based on hourly, salary and commission
- ◆ Performed all P/R functions from input to P/R tax reports
- ◆ Performed all A/P functions

EDUCATION and ACCOMPLISHMENTS

Inducted PSI CHI Honor Society – October 2015

Grand Canyon University –PhD Program - Expected Graduation Spring 2017

University of Mary – MBA – December 2007

West Chester University – BS Management – August 2000 – Summa Cum Laude

Inducted PI GAMMA MU Honor Society – December 1999

Tohono O’odham Community College - AA Business, AA Liberal Arts – May 2014

GCFA June 2009 – Recertification 2013 Analyst # 5493

GCIA June 2005 – Recertification 2013 Analyst # 833