

Francesca Ye

Toronto, Canada

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Professional Profile

Emerging records manager. Critical observer. Expert in delivering and maintaining accurate information. Detail-oriented. Adept at developing information systems that answer organizational needs. Passionate about making knowledge accessible to all.

Education

Bachelor of Information

2025

Faculty of Information, University of Toronto

(expected)

Information Studies (2023-25)

History, Philosophy & Digital Humanities – Victoria College (2021-23)

Anne Marjorie Beer Scholarship II (2023)

Anne Marjorie Beer Scholarship I (2022)

Representative Courses: Information Practice in Organizations, Worlds Become
Data, Information Memory and Culture, Integrative
Approaches to Technology and Society

Selected Projects

Analysis of Information Processes in Administrations

2023

Course Project (INF315 – Information Practice in Organizations)

- Conducted employee interviews to determine information flow improvements for improvements to task efficiency
- Reviewed existing cloud-based systems to identify information accessibility gaps throughout the task process
- Presented an action plan based on pain points and information management theory

Digital Exhibit of Shen Congwen's Endangered Books

2022

Course Project (DHU235 – Introduction to Digital Humanities)

- Digitized excerpts of Shen's work from fragile physical library copies
- Researched preservation efforts to assess the level of endangerment Shen's work faces
- Designed an Omeka exhibit for the digitized excerpts with historical and analytical commentary

Selected Papers

- Ye, F. (2024). Toronto's Most Studious Wards: An Analysis of Annual Toronto Public Library's Circulation and Visits by Wards Pre and Post-COVID. *Course Paper, INF312H – Worlds Become Data*. [\[available\]](#)
- Ye, F. (2023). Mapping Boundaries of Class Divide in Sir Arthur Conan Doyle's Short Stories. *Course Essay, DHU236H – Virtual Worlds: Spatial Digital Humanities*. [\[available\]](#)

Professional Experience

Student Library Assistant **February 2024 - present**
Engineering and Computer Science Library, Toronto

- Researched using library databased to find requested material
- Catalogued, retrieved, and shelved physical library material

Research Profile Curator **May 2024 - present**
Office of the Vice-President Research and Innovation, Toronto

- Complied scholarly publication metadata for profiles to ensure accurate bibliometric calculations and collaborative research relationships
- Aligned profiles to internal and public sources to build a comprehensive information database to connection students, researchers, and media to University of Toronto faculty members
- Managed and standardized content on DiscoverResearch for over 90,000 unique visitors since its launch in June 2023

Administrative Summer Intern **Summer 2022**
K&V Holdings, Toronto

- Restructured the physical records systems to enhance information and document accessibility for employees
- Digitized records to expand the online repository for remote employees

Data Entry Clerk **Spring 2022**
University-Rosedale ONDP Riding Association, Toronto

- Indexed data to spreadsheets to ensure accurate analytical findings
- Facilitated the protection and disposal of sensitive data to maintain

Additional Experience

Sales Associate **2020 - 2021**
Winners, Markham

Waitress **2019 - 2020**
Nando's, Markham

Volunteer Experience

Peer Tutor

Milliken Mills High School

2020 - 2021

Skills and Qualifications

Bibliometrics

Data Analytics

Data Curation & Entry

Data Privacy Compliance

Soft Systems Methodologies

Microsoft Office & SharePoint

Adobe Acrobat

Alma Ex Libris

InMagic DB / Textworks

Python & JavaScript

French (Working Proficiency)

Cantonese (Conversational)