Olivia Isaacs CV

Education

Master of Library and Information Science   August 2018 – May 2019

University of Maryland, College Park, MD

Bachelor of Arts in English   August 2012 – May 2016
Bachelor of Arts in Anthropology

University of Florida, Gainesville, FL
cum laude (GPA 3.73)

Employment

Maryland Sea Grant   August 2018 – Present

Graduate Assistant

- Creating a cloud-based digital photographic archive using database technologies with special attention paid to creating and structuring mass searchable metadata and to the specifications of the client
- Manages outreach and applications for multiple fellowship programs and research experiences while interacting directly with applicants
- Reviews program development proposals and research reports
- Oversees peer review process for research project grant proposals and academic edited volumes
- Participates in interviewing and hiring student aides

PLW Modelworks   June 2015 – August 2018

Geospatial Model Developer

- Assisted in managing booths at technical conferences and interacted directly with clients as a marketing associate while guiding them through demonstrations of specialized technologies
- Constructed industry-leading, photo-accurate, and geolocated 3D city models of urban scenes using specialized proprietary software
- Maintained and updated company website with new models and company announcements

Alachua County Headquarters Library   December 2017 – July 2018

Adult Services Assistant

- Performed reference interviews with patrons at reference desk and utilized library catalog and World Cat to fulfill patron needs
- Provided assistance to patrons with digital systems, library technologies, and navigating government forms
- Implemented stellar customer service skills to answer questions and provide information to patrons
- Created book displays to reflect monthly themes and assisted reference librarians with administrative tasks

Gainesville Peer Respite   January 2018 – June 2018

Peer Specialist

- Independently developed programming for diverse community workshops focused on health, wellness, and skill development
- Utilized excellent interpersonal skills to assist clients with their individual needs
- Managed day-to-day operations of a nonprofit

University Press of Florida   January 2017 – November 2017

Marketing Coordinator

- Organized and fully coordinated book exhibits at festivals and academic conferences
- Maintained and utilized extensive award databases to nominate books and authors for awards
- Created promotional material with Adobe Suite for use at conferences and events
- Performed inventory and organized supplies for exhibits and events

Marketing Assistant   January 2016 – January 2017

- Designed and implemented a social media campaign across multiple platforms by communicating directly with authors
- Utilized graphic design software to create images for social media campaigns
- Managed multiple customer databases and utilized them for direct and indirect advertising

Involvement

Smithsonian National Museum of Natural History   February 2019 – May 2019

Digital Imaging Support Intern

- Assisted with object handling, photography, and photoshoot handling
- Utilized data management skills in object tracking, progress tracking, and transfer of digital images from the photo shoot to the Circumpolar Ethnology online database
- Created, managed, and exported metadata of every object digitized
- Wrote blog posts to showcase collection objects and their context to a general online audience

University of Maryland Data Challenge   March 2019

Data Challenge Participant

- Worked as part of a team to analyze a data set from the Maryland State Archives and present our findings to a board of judges and the general public
- Utilized data visualization software to create interactive graphs exploring points
- Won award for Best Team Presentation

Save the Children International   June 2016 – July 2016

Skilled Volunteer

- Provided stimulating activities and conversational English practice to Pakistani, Afghan, and Syrian refugees aged 12 – 17 in Lesbos, Greece

Skills

Computer: Microsoft Word, Publisher, Excel, Access, and PowerPoint; Google Docs, Sheets, Slides, Forms, Drive; Paint Tool Sai; ConstantContact, Mail Chimp; Hootsuite; Adobe Creative Suite; WordPress, Twitter, Facebook, Tumblr, Instagram; Canva; Survey Monkey; HTML, CSS, Python

Specialized: Digitization of anthropological materials including physical objects, archival documents, and photographs; creation of customer strong customer relationships; creation and management of metadata on both individual materials and batch materials; utilization of academic databases; extensive and in-depth research experience; peer support specialization