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Human Resources
Take-Two Interactive Software, Inc.
Austin, Tx

Warm Greetings Selection

I am writing to apply for the position of Data Archivist at Take-Two Interactive. With over six years of experience designing and managing digital collections and site development across academic, federal, and public history institutions, I bring a proven capacity to build scalable, standards-based archival systems that serve diverse users and preserve long-term asset value. I am excited by the opportunity to contribute to a company that treats creative legacy as both a cultural artifact and a functional resource.

While my training comes through the disciplines of history, museum studies, and geospatial analysis rather than a formal MLIS program, my doctoral and post-graduate work has centered on archival theory, metadata implementation, and the management of complex, multi-format digital assets. I have written DACS-compliant finding aids; applied standards such as Dublin Core, MODS, and EAD3; and worked within OAIS-aligned preservation frameworks. My technical experience includes manipulating structured data in XML, CSV, and JSON, and working within systems such as Preservica, ArcGIS, Scalar, and Omeka to ensure sustainable access and interoperability.

In prior roles as a digital historian, I led infrastructure development for born-digital and digitized collections, resolved inconsistent metadata across archival units, and implemented governance protocols balancing internal usability with rights management. At the National Archives and Records Administration (NARA), I processed and classified federal records for long-term preservation. At the Campbell House Museum, I collaborated on digital exhibition design and asset cataloging. Most recently, at the Madison Historical Digital Encyclopedia and Archives, I directed the reorganization of archival content from multiple repositories, developing a unified data structure for varied file types and usage conditions. These experiences have well prepared me to manage high-volume digital assets with precision and adaptability.

I have a deep understanding of the cross-functional nature of archival work in a creative production environment. Throughout my career, I have supported researchers, legal and compliance teams, developers, and public audiences, ensuring that digital assets are not only preserved, but discoverable, usable, and contextually enriched. I am eager to bring this approach to Take-Two Interactive, where well-organized digital infrastructure supports storytelling, brand continuity, and long-term innovation.

Thank you for considering my application. I would welcome the opportunity to help advance Take-Two's archival systems and preserve the creative legacies that define your portfolio.

Sincerely,
Shannan C. Mason, Ph.D.