

ANNA NEWMAN

LIBRARY & INFORMATION SCIENCE EXPERIENCE

Open Access Specialist, Boston University, Boston, MA | 6/2016–present

- Coordinate the implementation of the institutional opt-out open access policy
- Serve as libraries' operational lead for Symplectic Elements launch
- Create documentation and provide user support for Elements to BU community
- Plan outreach to faculty and students around open access issues
- Contribute to digital scholarship projects and initiatives

Research Data Manager Intern, Harvard Medical School, Boston, MA | 1/2016–5/2016

- Conduct outreach to researchers to identify data management needs and practices
- Create database for storing and analyzing information from outreach interviews
- Assist Research Data Manager in developing new services to meet researcher needs
- Develop best practice recommendations and online presence for data management services

Digital Contractor, Digital Services, Boston Public Library, Boston, MA | 10/2015–5/2016

- Create MODS metadata records for statewide collections in Digital Commonwealth

Project Assistant, Harvard University Libraries, Cambridge, MA | 6/2015–9/2015

- Managed collection of journal subscription data in support of open access research study
- Executed data cleaning techniques to ensure quality of data sets

Thesis Processor, Massachusetts Institute of Technology, Cambridge, MA | 4/2015–1/2016

- Administered processing workflow for print and electronic theses
- Coordinated with authors, academic departments, and digitization staff to resolve issues
- Assisted with inventory control and preservation tasks for archival digitization projects

Cataloging Intern, American Archive of Public Broadcasting/WGBH, Boston, MA | 1/2015–5/2015

- Created PBCore metadata records for moving image and audio assets

COMMUNICATIONS & PROJECT MANAGEMENT EXPERIENCE

Student Worker, Simmons College SLIS Communications Office, Boston, MA | 2014–2015

- Posted professional and volunteer LIS positions to the Simmons College Jobline
- Assisted Communications Assistant with research, website editing, and administrative tasks

Production Coordinator, Deerfield Academy Communications Office, Deerfield, MA | 2012–2014

- Coordinated workflows, schedules, and resources for communications projects
- Created and maintained detailed documentation to determine the scope and goals of projects
- Served as primary liaison for consultations on communications projects and best practices
- Managed the tactical implementation of two-year strategic website redesign
- Provided instruction on communications technologies to users

Production Assistant, Deerfield Academy Communications Office, Deerfield, MA | 2010–2012

- Improved departmental productivity through implementation of project management system
- Compiled Deerfield Academy editorial styleguide to align and clarify terminology and usage
- Established productive working relationships through efficient, positive customer service
- Developed expertise in technology and equipment in support of department goals

VOLUNTEER EXPERIENCE

Associate Editor, Directory of Open Access Journals (DOAJ) | 10/2015–present

- Process Spanish language open access journal applications to the DOAJ
- Coordinate with journal publishers to ensure compliance with DOAJ standards

Co-Chair, User Experience Professionals Association @ Simmons, Boston, MA | 9/2015–5/2016

- Lead the planning of events and programs to engage the Simmons UX/usability community

Committee Member, Sojourner Truth Memorial Committee, Florence, MA | 2013–present

- Promote committee's educational programming on website and social media
- Coordinated the production and promotion of online multimedia walking tour project for the African American Heritage Trail

EDUCATION

M.S. in Library and Information Science, Simmons College, Boston, MA, 2016

Additional Training: Harvard University Data Scientist Training for Librarians (DST4L), 2014–15

B.A. in Italian Language and Literature, Smith College, Northampton, MA, 2009

minor in Spanish, summa cum laude

AWARDS

- Society for Scholarly Publishing 2015 Travel Grant
- ACRL New England Conference 2015 Travel Grant
- FORCE2016 Travel Fellowship
- NEASIST 2016 Travel Award

PRESENTATIONS

- “Modeling Mortality Data: A Case Study in Data Management for Computer Science Research” (Poster), New England Area Librarian e-Science Symposium, University of Massachusetts Medical School, Worcester, MA, April 6, 2016
- “Digital Tools Unsession: Omeka,” Massachusetts History Conference, College of the Holy Cross, Worcester, MA, June 13, 2016

SKILLS

Technology: Adobe Creative Suite, BaseCamp, Benchmark, DHPress, FileMaker Pro, GitHub, Historypin, HTML/CSS, Microsoft Office, Movable Type, MySQL, Omeka, Open Refine, Python, RefWorks, social media (Facebook, Twitter, Flickr), Trello, WordPress, Wrike, XML, Zotero

Foreign Languages: fluent Italian, intermediate Spanish, conversational French