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Education

**Master of Applied Data Science**, 2024

**Syracuse University** (Syracuse, NY)

Concentration: Data Pipelines & Platforms

**Master of Library Science**, *summa cum laude*, 2014

**University of North Texas** (Denton, TX)

Certificate of Digital Content Management

**Bachelor of Arts**, 2011

**University of North Texas** (Denton, TX)

Major: English Literature

Professional Experience

**Tarrant County College District** (Fort Worth, TX) March 2024 – present

**Assistant Director of Information Management**

**Tarrant County College District** (Fort Worth, TX) January 2023 – March 2024

**Manager of Data and Information**

* Launch and maintain college’s data catalog and institution-wide taxonomy.
* Review and recommend appropriate knowledge bases to house college’s data.
* Instruct personnel on proper storage, retrieval, and transfer of information.
* Migrate data to appropriate knowledge bases.
* Serve in the primary role of extracting valuable data from larger sets of raw data.
* Gather, combine, format, structure, and organize data to ensure easy use for analytics, business intelligence, and data visualization.
* Identify, monitor, and utilize business analytics tools to gain required insights from data.
* Prepare reports delivering fact-driven insights.
* Troubleshoot issues related to databases and data.
* Locate, organize, clean, and appropriately store college data.

**Texas Wesleyan University (Fort Worth, TX)** October 2014 – July 2022

**Digital initiatives Librarian** January 2017 - July 2022

* Develop and maintain the library’s archival digital collections and scholarship repository.
* Manage digital collections: establish, implement/update, interpret, and enforce policies and procedures and set departmental digitization and electronic collection priorities in fulfillment of West Library goals.
* Followed best practices to digitize the University’s archival collections and assist with coordinating the library’s digital initiatives for global use.
* Lead and managed the process of evaluating and improving workflow efficiency for digital initiatives.
* Engaged with faculty and students to secure content, create new partnerships, and advise on fair use and copyright law. Participate in student training and orientations. Create an education program for subject liaisons to promote the digital repository to all campus units.
* Participated in ongoing development/enhancement of library website and social media platforms.
* Managed the TXWES Makers Lab
* Completed metadata entry.
* Participated in professional organizations in leadership positions when possible, and continually engages in educational classes/seminars and discussion groups to keep up with current and future library trends.
* Served as liaison to faculty. Provide resource suggestions to professors and deans, through professional literature and research, to support the curriculum.
* Collaborated with Library Technical Services staff and Academic Technology staff to make the digitized collections available via the library’s web portal.
* Assisted the library administration with accreditation, programmatic self-studies, and statistical reports.
* Served on library, faculty, and university committees as possible.

**Periodicals & Digitization Assistant** June 2015 – December 2015

* Scanned and edited items to be published on the Academic Archive.
* Recorded and edited audio to be published on Academic Archive.
* Utilized ContentDM’s Project Client to upload items for collection.
* Completed metadata for digitized items.
* Maintained collection’s-controlled vocabulary.
* Assigned LCSH to items for Catalog Librarian.

**Periodical Assistant** December 2014 – June 2015

* Checked in periodicals to SirsiDynix Workflows.
* Updated predictions for periodicals when necessary.
* Submitted claims on late or missing periodicals.
* Logged usage statistics of physical and digital materials.
* Assisted Periodical Librarian with annual usage statistics report.
* Conducted usability tests for the West Library web page and catalog.
* Prepared periodicals to be bound yearly.
* Maintained library organization.
* Instructed students on computer and catalog usage.

**Library Clerk** October 2014 – December 2014

* Assisted students with library questions.
* Check in and out library materials.
* Shelved items using LCSH.
* Maintained library organization.

**Main Street Renewal, LLC** (Austin, TX) January 2014 – July 2014

**Quality Control Coordinator (Temporary)**

* Online reputation management.
* Completed reports on documents acquired after a property is closed.
* Completed monthly investor reporting on all entities.
* Maintained compliance by tracking the insurance policies and licenses for vendors that service our properties.
* Strategized and brainstorm innovative ways to assure departments are running smoothly and error free.

**The Wright Firm, LLP** (Lewisville, TX) September 2012 – December 2013

**File Clerk & Archivist**

* Filed all case-related documents.
* Developed and implemented file closing procedure.
* Archived closed case files including scanning, cataloging, and logging in Excel.
* Monitored the server that housed all client documents and assured organization, and system back-ups were in place.
* Effectively managed and created independent projects to support the office.
* Utilized Amicus to assist in billing clients for expenses.
* Designed and implemented office policies by established standards and procedures for filing and archiving.
* Managed the transition of case files to NetDocuments file storage and sharing system.
* Took part in training sessions for all new software upgrades and provided feedback and assistance in transfers.

**Dr. Mary Collings, DC** (Irving & Dallas, TX) July 2006 – August 2012

**Office Assistant**

* Completed data entry related to payments, medical codes, billing cycles and insurance.
* Compiled billings statements monthly.
* Filed all patient charts and documents.
* Corresponded with insurance companies regarding patient's benefits.
* Scheduled patients and confirmed appointments.

Professional Development

* “Copyright for Educators & Librarians.” Taught by Kevin Smith, J.D., M.L.S., Lisa Macklin, J.D., M.L.S and Anne Gilliland, J.D., M.L.S. Coursera. November - Present
* Texas Library Association District 7 Conference (Fort Worth, TX) September 25, 2015
* Digital Frontiers (Dallas, TX) September 17-18, 2015.
* Cross Timbers Library Collaborative (Fort Worth, TX) July 22, 2016. Presenter.
* Digital Frontiers (Houston, TX) September 22-24, 2016. Presenter.

Service

* Chair, Marketing Committee, Eunice & James L. West Library, July 2015 – August 2016
* Secretary, Technology Committee, Eunice & James L. West Library, July 2015 – August 2016
* Member, Grants Committee, Eunice & James L. West Library, August 2015 – present
* Co-founder, Makers Committee, Eunice & James L. West Library, September 2015 - present

Professional Membership

**Present:** Educause, Texas Library Association

**Past:** American Library Association, Sigma Tau Delta English Honor Society, UNT LISSA, Phi Kappa Phi

Grants

TexTreasures Special Projects Grant (secured): Funding for the TXWES Makers Lab.

TexTreasures Basic Grant (secured): The “Mason Johnson Theater Collection” will contain posters, audio, video, newspaper clippings, photographs and correspondence from the Texas Wesleyan Theater Department productions between 1970-1980. The project is in partnership with the University of North Texas Portal to Texas History.

The Portal to Texas History Mini Grant (secured): The digitization of early 20th century Texas Wesleyan scrapbooks by the University of North Texas.

Skills & Abilities

* Programming: R, Python, SQL
* Project Management
* Data Management
* Business Process Management
* Data and Information Governance
* Policy & procedure development
* MS365: Office, Azure, PowerBi, Purview
* Data Cookbook