

JESSICA BALDANZA

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ABOUT

Customer-oriented archivist who enjoys solving information problems for people and businesses.

CORE COMPETENCIES

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|-------------------------|----------------------------------|----------------------------------|
| ■ Staff onboarding | ■ Microsoft Office suite | ■ Mimsy XG (CMS software) |
| ■ Google Drive | ■ Digital Asset Management (DAM) | ■ Copywriting |
| ■ Software use training | ■ OpenAsset (DAM software) | ■ Information policy development |

PROFESSIONAL EXPERIENCE

HARIRI PONTARINI ARCHITECTS – Toronto, ON

Archivist

02/2020 – Present

As HPA's first and only archivist, I have established the scope of the position, lines of communication between various departments including IT, Marketing, Operations and Design, and created systems to manage long-term projects. This role requires a high level of personability, attention to detail, and vision for the bigger picture.

- Creating taxonomy for describing architectural records based on local and industry terminology
- Managing database of 33920 digital assets (photographs, renderings, video, and scans) through the creation of thematic albums and searchable keyword tags
- Translating stakeholder workflows (ascertained via interviews conducted online and in-person) into actionable changes to the firm's information infrastructure and file management protocol
- Staff onboarding and account setup, including training, and creation and distribution of learning materials
- Managing the Archival Design Records Intern: establishing of the scope of the position's duties; ongoing training and supervision of intern's activities and progress

Special Projects:

- Spearheaded redevelopment of the local digital storage configuration, resulting in the consolidation (migration) of 5 external hard-drives of archival project data into a single NAS (network-attached storage) device, where redundant and obsolete files are identified and resolved
- Applied the records retention policy to the management of HPA's physical records collection, shrinking the firm's off-site physical record collection by 50% in a single-year period through a process of manual appraisal and selection of approximately 800 cubic feet of physical records
- Created and implemented an internal file retention policy informed by Ontario's *Limitations Act*, *Archives and Record Keeping Act*, FIPPA, PIPEDA, and *Copyright Act*
- Creation of an on-site, physical archive for hand-drawn sketches and physical press

MKG127 – Toronto, ON

Gallery Assistant & Archivist

08/2019 – 02/2020

- Updated all marketing collateral for the gallery's website, press releases and digital or print publications
- Responded to artist and patron calls (by email, phone, and in-person), and maintained front desk collateral (price lists, press releases, inventory reports)
- Social media profile maintenance and content creation on Facebook and Instagram
- Provided opening-day operations support at monthly/quarterly gallery exhibits

MARKHAM STREET FILMS – Toronto, ON

Media Archivist (via Media Archives at the University of Toronto)

05/2019 – 02/2020

- Appraised and selected approximately 250 cubic feet of digital and analog media records for retention, in accordance with the University of Toronto archive selection mandate
- Created project-oriented thematic series within the fonds
- Cataloged records using the university's proprietary version of the Rules for Archival Description (RAD) cataloging standard; data accessioned into the U of T database

FASKEN MARTINEAU DUMOULIN LLP – Toronto, ON

Library Projects Assistant

05/2019 – 02/2020

Summer Administration Student

04/2018 – 07/2018

- Internal relational database maintenance in Inmagic DB/TextWorks and Lexis Quicklaw Advance
- ERM (electronic resource management), including standardizing resource content and format
- Conducted research on legal AI and machine learning software
- Wrote the Request for Proposal (RFP) to be submitted to vendors for a new proprietary Information System

TYPE BOOKS – Toronto, ON

Community Manager

05/2019 – 02/2020

Cashier & Clerk

06/2016 – 03/2017

- Planned and executed events, including scheduling, staffing, and stocking
- Stock management (orders and returns) via Bookmanager
- Corresponding with authors, venues, publicists, publishers, and distributors by email, phone, and in-person
- Event oversight and attendance
- Provided customer service by phone, email, and in-person

PROFESSIONAL PRACTICUM

TORONTO INTERNATIONAL FILM FESTIVAL (TIFF) FILM REFERENCE LIBRARY – Toronto, ON

02/2019 – 04/2019

Film Reference Library Audit Practicum

- Created short cataloging descriptions for media records in Mimsy collections management software
- Selected and processed donations for consolidation with TIFF permanent collection

VOLUNTEER EXPERIENCE

C MAGAZINE – Toronto, ON

04/2014 – 08/2014

Publishing Intern

InterAccess Media Arts – Toronto, ON

04/2014 – 08/2014

Curatorial Intern

EDUCATION

UNIVERSITY OF TORONTO – TORONTO, ON

05/2019

Master of Information, Archives & Records Management; ALA Accreditation

ONTARIO COLLEGE OF ART AND DESIGN UNIVERSITY – TORONTO, ON

05/2015

Bachelor of Fine Art, Drawing & Painting