

Katelyn Mirabelli  
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## EXPERIENCE

- 2011.8 – Present   Metadata Quality Coordinator  
W. W. Norton & Company | New York, NY
- Process updates and corrections to metadata throughout product lifespans
  - Manage profile preferences for data recipients and title management system users
  - Ensure compliance with data submission requirements and industry best practices
  - Track systems issues and resolution and oversee upgrades and enhancements
  - Develop and analyze reports to evaluate and improve metadata quality
  - Create and maintain system and workflow documentation for training purposes
  - Participate in monthly BISG Metadata Committee meetings
- 2009.3 – 2011.8   Subsidiary Rights Assistant  
W. W. Norton & Company | New York, NY
- Researched rights availability and permissions and responded to queries
  - Drafted, negotiated, and processed domestic and foreign contracts
  - Processed production requests from licensees
  - Created monthly sales reports and tracked quarterly advances due
  - Logged rights information in database for seasonal catalogs
  - Prepared submissions for large type houses and serial consideration
  - Maintained trade department ebook metadata for ONIX transmission
  - Worked with ebook retailers and conversion partners to fix reported issues
  - Recruited, hired, and managed interns for the department
- 2008.9 – 2009.3   Contracts & Rights Intern  
W. W. Norton & Company | New York, NY
- Filed contracts, proofread correspondence, and assisted with processing mail
  - Researched status of electronic rights to backlist titles and drafted amendments

## EDUCATION

- 2015.8 – Present   AAS in Graphic Design  
Parsons School of Design | New York, NY
- 2005.9 – 2009.5   BA in English, minor in Political Science  
Monmouth University | West Long Branch, NJ

## SKILLS

Adobe Photoshop, Illustrator, & InDesign, Microsoft Office, HTML, Atlassian JIRA, Confluence, Content Management, Digital Asset Management, Basic SQL