

SKILLS

- Entrepreneurial spirit with a passion for building cutting edge digital collections and systems while growing the talent to manage them effectively.
- Change agent who works to bring innovative workflows to business partners with the use of new technologies.
- Subject matter expert in RFID technology within libraries and archives.
- I love metadata!

Software & Systems:

Adobe Creative Cloud, Capture One Pro, OpenText Digital Asset Management (DAM), Artesia DAM, RFID Solutions, Aspera, JIRA, SAP, Ariba, FileMaker Pro, Microsoft Office.

EXPERIENCE

Ralph Lauren, New York
March 2010 – Present

Director, Digital Operations & Asset Management

- Administer enterprise wide DAM containing seven million assets preserving the identity of all Ralph Lauren brands including Club Monaco.
- Supervise a team of four digital asset managers and photographers.
- Partner with global teams in IT, Advertising, Marketing, PR, Social Media, E-commerce, Design, Creative Services, as well as external retouching vendors.
- Onboard and train users in New York, Europe, and Asia.
- Manage budget for photo studio and digitization.
- Executing a roadmap plan for migrating 15 legacy systems and offline content into DAM.
- Presented project goals to vendors and executive stakeholders. Crafted RFP. Worked on discovery with invested business partners and defined the scope of work. Led testing effort and go-live strategy.
- Led the successful migration and sunset of two legacy systems onto new enterprise platform.
- Created and maintain a taxonomy, metadata schema, and usage rights information to serve growing user community.

Library Manager

- Administered DAM site containing physical and digital assets.
- Developed and executed a solution for tracking Ralph Lauren's design samples and vintage collection using RFID.
- Established documents and implemented policies and procedures for RFID, digital imaging, and metadata.
- Partnered with IT to define the project scope and future enhancements to the site. Led QA effort and worked closely with offshore to resolve bug fixes.
- Photographed, catalogued, and encoded physical RFID assets building the collection to 50 times its original size in two years.
- Recruited and supervised a team of freelance photographers and cataloguers to facilitate the digitization workflow.
- Managed budget for staffing and digitization.

Brooklyn Museum, New York
June 2008 – June 2009

IMLS Library & Archive Fellow

- Catalogued new assets for the permanent collection.
- Worked on cross checking records for the implementation of a shared service database between Brooklyn Museum, The Frick Collection, and MoMA.
- Organized events and outreach programs to build user community.
- Worked at the reference desk answering research questions and recommending books in the collection.

McGraw-Hill Companies, New York
January – August 2008

Corporate Communications Assistant

- Compiled daily press and competitor information newsletter using LexisNexis.

Museum of Outdoor Arts, Colorado
May 2006-January 2008

Project Manager

- Organized and executed quarterly special exhibitions working closely with the artists to curate and install their work.
- Managed a budget to curate and purchase new large scale pieces of outdoor sculpture for the permanent collection.

Art Fund, London, England
September 2005 - April 2006

Events Assistant

- Organized and executed weekly lecture series with leading art historians.
- Administered ticket sales.

EDUCATION

Pratt Institute 2009
M.S. Library and Information Science
Museum Libraries Certificate
Archives Certificate

Washington College 2005
B.A. Humanities, Magna Cum Laude
Concentration: Art History and German

University of Delaware London Centre 2003
Study Abroad

AWARDS/ RECOGNITION

Beta Phi Mu Honor Society 2009
IMLS MLEAD Grant 2008-2009
Norman James Humanities Award 2005
Honors on Undergraduate Thesis 2005
Departmental Honors in Humanities 2005
Douglass Cater Society of Junior Fellows 2004-2005
Dean's List, Washington College 2001-2005

INTERESTS

Travel
Libraries
Thriftig & Antiquing
Art History
Cooking
Swimming
Cats