

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.

Travel
Libraries
Thrifting & Antiquing
Art History
Cooking
Swimming
Cats

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