

### EDUCATION

**Master of Library and Information Studies, University of California, Los Angeles**, expected June 2020

- *Relevant Coursework*: Metadata; Digital Humanities; Computer Programming; Digital Asset Management; UX Research; Descriptive and Subject Cataloging; Content Management Systems; Data Management and Practice
- *Professional Organizations*: Special Libraries Association; README Digital Rights Group; ASIS&T (Association for Information Science and Technology)

**Bachelor of Arts, University of California, Berkeley**, English Literature and Italian Studies double major, May 2012

- *Honors*: Phi Beta Kappa, Departmental Citation for Top Undergraduate Student in Italian Studies, 3.9 GPA

### INFORMATION MANAGEMENT EXPERIENCE

#### GETTY RESEARCH INSTITUTE

Los Angeles, CA

##### Getty Vocabularies Intern

March 2020 – Present

- Translates and integrates Italian terminology into the AAT vocabulary, developing a deep understanding indexing and taxonomy construction, maintenance, and governance while making AAT more accessible.

##### Metadata Intern

Oct. – Dec. 2019

- Assessed, cleaned, and reconciled legacy metadata in OpenRefine, preparing metadata for transformation to linked open data. Implemented controlled vocabularies.
- Collaborated with team members to determine data content rules that would best support user research and collection access. Created a report that documented the rules and decision-making behind them.
- Defined and documented metadata workflows in order to aid future cleaning and reconciliation efforts.
- Created a reference sheet of GREL syntax for manipulating metadata to facilitate ongoing data cleaning.

#### UCLA LIBRARY

Los Angeles, CA

##### Assistant, Digital Library Program

June 2019 – Present

- Assists in the migration and description of thousands of digital assets: creates metadata, crops and batch renames assets, uses Python scripts to generate metadata, and reviews MODS metadata files for accuracy.
- Tests digital collections websites for functionality and usability, advising on design, search, and metadata.
- Supports outreach efforts by identifying classes and professors that could benefit from collections.
- Conducts research and testing on technologies like OCR and ALTO, making recommendations for their implementation within the collections.

##### Public Services Assistant, Library Special Collections

June 2019 – Present

- Provides research assistance for students, faculty, and the public. Helps readers find materials, navigate the collections, and place requests through the catalog.
- Supports outreach efforts, developing instruction curriculum and coordinating paging and day-of logistics.
- Checks in readers into the reading room, communicating policies to ensure security of the collections.
- Drafted manual of reference desk procedures to better train and onboard new reference staff.
- Created documentation of technical programs to help readers access born-digital and digitized materials.
- Researched online reference technologies and workflows, advising on integration into the library's practices.

#### GO FOR BROKE NATIONAL EDUCATION CENTER

Los Angeles, CA

##### Community Archives Fellow, UCLA Community Archives Lab

Sept. 2019 – Present

- Processes archival collections, arranging and housing materials and creating finding aids on ArchivesSpace.
- Scans fragile archival material to ensure long-term access and preservation, applying metadata and appropriate naming conventions.
- Supports digitization projects with partner institutions, creating metadata for digitized items that follow project standards while also capturing complex parent/child/grandchild relationships.

# Savannah Lake

---

## UNIVERSITY OF SOUTHERN CALIFORNIA

Los Angeles, CA

### Research Data Intern, Schaeffer Center for Health Policy & Economics

June – Sept. 2019

- Supported data reuse by creating a Drupal reference library of the center's publications and datasets.
- Designed a Drupal survey to expedite the data request process. Integrated survey design best practices to ensure accurate and consistent data collection as well as ease of use for survey takers.

## THE FOWLER MUSEUM

Los Angeles, CA

### K-12 Student Educator

Sept. 2018 – June 2019

- Led interactive, hands-on gallery tours, art workshops, and story hours for K-12 students, fostering active learning and visual literacy. Developed curricula tailored to different age groups.
- Taught groups of up to 25 students, employing group management to ensure safety and cohesion.
- Developed a comprehensive plan for the Fowler Library: identified issues in collections management and circulation practices, and provided concrete recommendations for best practices and next steps.

## CORONADO HISTORICAL ASSOCIATION

San Diego, CA

### Collections Intern

May – July 2018

- Conducted internal/external research related to readers' requests, pulling relevant archival material. Supervised in-person appointments with readers, answering questions and ensuring safe handling of archival material.
- Developed and led a training session to a team of 10 new volunteers, covering topics like archival research strategies, collections management systems, and professional visitor interaction.

## ADDITIONAL PROFESSIONAL EXPERIENCE

---

## WATER ENVIRONMENT FEDERATION

Washington, DC

### Books Production Specialist

2017 – 2018

- Maintained a database of book products, ensuring consistency and accuracy. Edited the organization's e-commerce website, adding SEO-friendly descriptions and product metadata to bolster web presence.
- Ensured deadlines were met, managing the progress of different departments, freelancers, and vendors. Shepherded 6 titles through production in just 3 months, a record for the organization in over 10 years.

## THE WYLIE AGENCY

New York, NY

### Literary Assistant (2016 – 2017)

2015 – 2017

- Pitched book ideas to major publishers. Analyzed deal terms, supporting negotiations to ensure best terms.
- Read and extensively reported on manuscripts, providing editorial feedback and evaluations.
- Directly assisted clients, answering queries on the phone, in person, and by e-mail.

### Contracts Assistant (2015 – 2016)

- Negotiated and drafted contracts for book and magazine deals, interfacing with major publishers.
- Analyzed dozens of contracts a day to respond to permission requests, negotiating terms and issuing licenses.

## THE DEPARTMENT OF JUSTICE

Washington, DC

### Paralegal Specialist, Antitrust Division

2012 – 2014

- Conducted legal research and reviewed thousands of documents to further discovery. Managed the document review effort for the Anheuser-Busch/Modelo investigation, supervising a team of 20 paralegals and increasing review volume by over 50,000 documents in two months' time.

## SKILLS

---

- **Languages:** Italian (proficient)
- **Systems and software:** Adobe Bridge and Photoshop; Confluence, and Jira; OpenRefine; Tableau; SQL; HTML and CSS; CONTENTdm, PastPerfect, and ArchivesSpace; Archivematica; Aeon; Python and Jupyter Notebook
- **Standards and thesauri:** MARC 21, RDF, AACR2, LCSH, AAT, TGN, ULAN, Dublin Core, MODS