

Savannah Lake

Metadata & Information Architecture

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savannahlake.github.io/portfolio

EDUCATION

Master of Library and Information Studies, University of California, Los Angeles, 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

UCLA LIBRARY

Los Angeles, CA

Assistant, Digital Library Program

2019 – 2020

- Assisted in the migration and description of thousands of digital assets: created metadata, cropped and batch renamed assets, used Python scripts to generate metadata, and reviewed MODS metadata files for accuracy.
- Tested websites for functionality and usability, advising on design, search, and metadata.
- Supported outreach efforts by identifying classes and professors that could benefit from collections.
- Conducted research and testing on technologies like OCR and ALTO, making recommendations for their implementation within the collections.

Public Services Assistant, Library Special Collections

2019 – 2020

- Provided research assistance for students, faculty, and the public. Helped readers find materials, navigate the collections, and place requests through the catalog.
- Supported outreach efforts, developing instruction curriculum and coordinating paging and day-of logistics.
- Checked 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.

GETTY RESEARCH INSTITUTE

Los Angeles, CA

Getty Vocabularies Intern

March – June 2020

- Translated and integrated Italian terminology into the AAT vocabulary, developing a deep understanding of 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.

GO FOR BROKE NATIONAL EDUCATION CENTER

Los Angeles, CA

Community Archives Fellow, UCLA Community Archives Lab

Sept. 2019 – June 2020

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

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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
- **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