

EDUCATION

Master of Library and Information Science, University of California, Los Angeles, June 2020

- *Coursework*: Metadata; Descriptive & Subject Cataloging; Content Management Systems; Data Management & Practice; Data Curation & Policy; User Experience Research; Digital Asset Management
- *Honors*: Showcase Portfolio designation for [MLIS portfolio](#) and paper "The False Promise of the Keyword Search: Optical Character Recognition in Digital Collections," 3.9 GPA

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

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

INFORMATION MANAGEMENT EXPERIENCE

LOYOLA MARYMOUNT UNIVERSITY LIBRARY

Los Angeles, CA

Digital Initiatives Assistant

Aug. 2020 – Present

- Collaborates with faculty and instructors on digital scholarship assignments, building out models for digital content as well as consulting on learning objectives and assignment parameters.
- Uploads digital assets into online repositories, generating and remediating metadata.

UCLA LIBRARY

Los Angeles, CA

Digital Collections Assistant, Digital Library Program

2019 – 2020

- Assisted in the migration and description of thousands of digital assets: created metadata, cropped and renamed assets, used Python to convert file types, and reviewed MODS metadata files for accuracy.
- Tested digital collections for functionality and usability, advising on design, search, and metadata.
- Supported outreach, identifying professors that could integrate collections into their instruction.
- Conducted research and testing on technologies like OCR and ALTO, making recommendations for their implementation within the collections.

Reference Desk Assistant, Library Special Collections

2019 – 2020

- Provided reference and research assistance, consulting online catalogs, library databases, and other electronic resources. Helped readers find materials, navigate the collections, and place requests.
- Researched email reference technologies, processes, and workflows, analyzing user and department needs to develop a proposed reference model. Report included SWOT analyses and workflow diagrams.
- Wrote documentation of reference desk procedures to better train and onboard new reference staff.
- Created documentation of technical programs to help readers access digital materials. Step-by-step guides covered both basic and more advanced programs, such as screen readers and hex editors.

GETTY RESEARCH INSTITUTE

Los Angeles, CA

Taxonomy Intern

March – June 2020

- Translated and integrated Italian terms into the Art & Architecture Thesaurus (AAT), developing a deep understanding of taxonomies and thesaurus construction 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.
- Defined and documented data content rules and 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 with ArchivesSpace and digitizing collections.
- Supported digitization projects with partner institutions, creating metadata for digitized items that follow project standards while also capturing complex parent/child/grandchild relationships.
- Conducted an audit of digital asset management practices, drafting a requirements report identifying needs and advising on best practices for storage, digital preservation, ingest, metadata, and workflows.

Savannah Lake

ADDITIONAL PROFESSIONAL EXPERIENCE

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.
- 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.

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.
- Reviewed print and e-book page proofs to ensure consistency and accuracy in design and content, meticulously editing 5,000+ pages of proofs for grammatical, typographical, and style errors.
- 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.
- 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.
- Analyzed copyright termination opportunities to ensure authors' works remained in print.

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 and issuing licenses.
- Handled sensitive information and corresponded with the IRS to secure residency certifications for 100+ clients, reducing foreign taxation and maintaining organization of files for official record.

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.
- Analyzed market concentration of various technology industries to approve mergers, utilizing company filings, Westlaw, and LexisNexis to draft memoranda.

SKILLS & ACTIVITIES

- **Languages:** Italian (proficient)
- **Systems and software:**
 - *Library, archives, and asset management:* CONTENTdm, Omeka, PastPerfect, Aeon, Quartex, ArchivesSpace, Archivematica
 - *Data:* OpenRefine, ArcGIS StoryMaps, Gephi, Voyant, Tableau
 - *Languages and coding:* HTML, CSS, GREL, SQL, Python, Jupyter Notebook, Git
 - *Office and project management:* Jira, Confluence, Asana, Trello, Slack, Microsoft Office, Zotero
 - *Graphics and image editing:* Adobe Bridge and Photoshop, Canva
- **Standards and thesauri:** MARC 21, RDF, AACR2, LCSH, AAT, TGN, ULAN, Dublin Core, MODS
- **Professional organizations:** Special Libraries Association; README Digital Rights; ASIS&T (Association for Information Science and Technology); San Gabriel Valley User Experience