Savannah Lake

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savannahlake.github.io/portfolio

EDUCATION

Master of Library and Information Studies, June 2020
University of California, Los Angeles
- *Honors:* Showcase Portfolio, "The False Promise of the Keyword Search: Optical Character Recognition in Digital Collections"
- *Professional Memberships:* Special Libraries Association, San Gabriel Valley User Experience, ASIS&T (Association for Information Science and Technology)
- *Relevant Coursework:* Metadata; Descriptive & Subject Cataloging; Data Management & Practice; UX Research; Computer Systems & Programming; Digital Asset Management; Digital Humanities

Bachelor of Arts in English Literature and Italian Studies, May 2012
University of California, Berkeley
- *Honors:* Phi Beta Kappa, Departmental Citation for Top Undergraduate Student in Italian Studies

LIBRARY, ARCHIVE, AND INFORMATION MANAGEMENT EXPERIENCE

UNC CHARLOTTE, ATKINS LIBRARY   Charlotte, NC
Librarian, Digital Scholarship Coordinator (40 hours/week)   1/19/2021 – Present
- Maintains and develops Niner Commons, UNC Charlotte's institutional repository of scholarly works. Support includes ingesting items, metadata planning and remediation, and outreach and promotion.
- Manages open access digital publishing efforts, including scholarly journals, monographs, exhibits, and conference proceedings. Onboards projects and conducts outreach and consults.
- Collaborates with other librarians on digital humanities classroom instruction.
- Developed documentation, policies, and assessment plans for Niner Commons to ensure consistent service and best practices.

PRO UNLIMITED @ FACEBOOK   Los Angeles, CA
Assistant Taxonomist (40 hours/week)   10/5/2020 – 1/15/2021
- Built taxonomies from a flat list of terms, designing for intuitive customer browse.
- Mitigated user data risk by updating associated metadata, flagging items related to sensitive data.

LOYOLA MARYMOUNT UNIVERSITY LIBRARY   Los Angeles, CA
Digital Initiatives Assistant (20 hours/week)   8/17/2020 – 1/15/2021
- 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, DIGITAL LIBRARY PROGRAM   Los Angeles, CA
Digital Collections Assistant (12 hours/week)   6/18/2019 – 6/10/2020
- Assisted in the migration and description of thousands of digital assets: created metadata, cropped and renamed assets, converted file types, and reviewed MODS metadata files for accuracy.
- Supported outreach, identifying professors that could integrate collections into their instruction.
- Tested digital collections for functionality and usability, advising on design, search, and metadata.
- Conducted research and testing on technologies like OCR and ALTO, making recommendations for their implementation within the digital collections.
- Designed and created promotional materials using Adobe Photoshop and Canva.

UCLA LIBRARY, SPECIAL COLLECTIONS   Los Angeles, CA
E-Reference Scholar (8 hours/week)   4/8/2020 – 6/11/2020
- Assessed email reference services, recommending changes that would make the service more user-oriented, transparent, and sustainable. Report included workflow diagrams and SWOT analyses.

Reference Desk Assistant (8 hours/week)   6/26/2019 – 4/8/2020
- Provided research assistance for students, faculty, and the public. Helped readers find materials, navigate the collections, and place requests through the catalog.
- Checked in readers into the reading room, communicating policies to ensure collections security.
- Supported instruction, coordinating paging and day-of logistics.
- Drafted documentation of reference desk procedures to better train and onboard new reference staff.
- Created documentation of technical programs to help users access born-digital and digitized materials. Documentation covered programs like HxD Hex Editor, Gephi, and Fusion.

GO FOR BROKE NATIONAL EDUCATION CENTER   Los Angeles, CA
Community Archives Fellow (12 hours/week)   9/25/2019 – 6/12/2020
- Processed archival collections, creating finding aids with ArchivesSpace.
- Supported digitization projects with partner institutions, creating metadata for digitized items that follow project standards while also capturing complex parent/child/grandchild relationships.
- Audited digital archival asset usage, interviewing staff and evaluating thousands of assets to draft a report identifying needs and best practices for storage, ingest, metadata, and workflows.

GETTY RESEARCH INSTITUTE   Los Angeles, CA
Vocabularies Intern (12 hours/week, academic credit)   3/30/2020 – 6/4/2020
- Translated and integrated Italian terminology into the Art & Architecture Thesaurus (AAT), developing a deep understanding of thesaurus governance while making AAT more accessible.

Metadata Intern (12 hours/week, academic credit)   10/1/2019 – 12/5/2019
- 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 that would best support user research and discovery.
- Defined and documented metadata workflows to aid future cleaning and reconciliation efforts.
- Created a reference sheet of GREL syntax for editing metadata to facilitate ongoing data cleaning.

UNIVERSITY OF SOUTHERN CALIFORNIA   Los Angeles, CA
Research Data Intern (12 hours/week)   6/28/2019 – 9/13/2019
- Supported data reuse by creating a Drupal reference library of 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 (10 hours/week)   9/26/2018 – 6/6/2019
- Led interactive, hands-on gallery tours, art workshops, and story hours for K-12 students, fostering active learning and visual literacy. Developed instructional material tailored to different age groups.
- Taught groups of up to 25 students at a time, for an approximate total of 1,400 students during my tenure, 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 (5 hours/week)   5/21/2018 – 7/30/2018
- Conducted internal/external research related to readers' requests, pulling relevant 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.

SMITHSONIAN LIBRARIES   Washington, DC
Library Volunteer (8 hours/week)   7/21/2017 – 1/19/2018
- Used forward-thinking and process-oriented measures to assess which uncatalogued materials should be retained, helping reduce a backlog of books and artist ephemera.
- Supported circulation: assisted patrons, prepared materials for interlibrary loan, and reshelved items.

ADDITIONAL PROFESSIONAL EXPERIENCE

WATER ENVIRONMENT FEDERATION Washington, DC
Books Production Specialist (30 hours/week) 6/12/2017 – 8/3/2018
- Maintained a database of book products, ensuring consistency and accuracy. Edited the e-commerce website, adding SEO-friendly descriptions and product metadata to bolster web presence.
- Ensured deadlines were met across 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 (40 hours/week) 5/16/2016 – 4/28/2017
- Pitched book ideas to major publishers. Analyzed deal terms, supporting negotiations.
- Directly assisted clients, answering queries on the phone, in person, and by e-mail.

Contracts Assistant (40 hours/week) 3/10/2015 – 5/13/2016
- Negotiated and drafted contracts for book and magazine deals, interfacing with major publishers.
- Analyzed dozens of contracts daily to answer permission requests, negotiating and issuing licenses.

THE DEPARTMENT OF JUSTICE Washington, DC
Paralegal Specialist, Antitrust Division (40 hours/week) 9/10/2012 – 7/11/2014
- Conducted legal research and analyzed market concentration of various technology industries to approve mergers, utilizing company filings, Westlaw, and LexisNexis to draft memoranda.
- 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.

DIGITAL PROJECTS AND CURRICULA

EXPLORATION & INQUIRY (https://explorationandinquiry.github.io/digitalcollections/)
Digital teaching resource that aims to connect students with UCLA Library's digital collections, teaching the information literacy skills necessary to navigate digital collections and evaluate their resources. Informed heavily by the ACRL Framework for Information Literacy, with an emphasis on developing search skills, evaluating primary sources for perspective and authority, and identifying archival absences.

CREATIVITY + CONTEXT (https://savannahlake.github.io/dh201/)
Digital humanities project that uses data visualizations to interrogate the diversity of museum collections. Required extensive data cleaning and web development, utilizing OpenRefine, Tableau, HTML, and Git.

SKILLS

Languages: Italian (proficient)
Systems and Software:
- *Library, Archives, and Collection Management*: CONTENTdm, Omeka, PastPerfect, Aeon, Quartex, ArchivesSpace, Archivematica, Open Journal Systems, Open Conference Systems
- *Data:* OpenRefine, ArcGIS StoryMaps, Gephi, Voyant, Tableau
- *Languages*: HTML, CSS, GREL, SQL, Python, Jupyter Notebook, Git
- *Office and Project Management:* Jira, Confluence, Microsoft Office (Word, Excel, SharePoint), Zotero
- *Learning Management Systems:* Moodle, Canvas
- *Graphics and Image Editing*: Adobe Bridge and Photoshop, Canva

Standards and Thesauri: MARC 21, RDA, AACR2, LCSH, AAT, TGN, ULAN, Dublin Core, MODS, METS

PRESENTATIONS

Information, Medium & Society: International Conference on Publishing Studies (presenting "The False Promise of the Keyword Search: Optical Character Recognition in Digital Collections," July 2021)

Keystone Digital Humanities (presenting Creativity + Context, July 2021)

ASERL Scholarly Communication Unconference (facilitated "Engaging Faculty in Open Access Publishing: Strategies for Success," March 2021)

PROFESSIONAL DEVELOPMENT

Conferences and Symposia:
- Special Libraries Association Conference (October 2020)
- Teaching with Primary Sources Unconference (August 2020)
- Lifelong Information Literacy Conference (July 2020)
- OmnichannelX (June 2020)
- Information Architecture Conference (April 2020)
- Sustaining Visions and Legacies: The Future of Special Collections Libraries, UCLA (March 2020)
- World Information Architecture Day (February 2020)
- Henry Stewart Digital Asset Management San Diego (November 2019)
- UCLA Library Outreach Unconference (August 2019)
- Processing Community Day (January 2019)
- Symposium on Displacement, Diaspora, and Documentation, UCLA (October 2018)

Workshops and Trainings:
- SAGE Exchange: Get Data Savvy, Sage Publishing (July 2019)
- Library Carpentry, The Carpentries (July 2019)