

EDUCATION

The University of Texas at Austin

Masters of Science, Information Studies

- Endorsements of Specialization: Digital Archives and Digital Collections Design

Austin, TX
August 2016

American University

Graduate study in modern Eastern European history and culture

Washington, DC
2011-2012

Texas State University

Bachelor of Arts, English and History, *Summa Cum Laude*

San Marcos, TX
May 2009

SKILLS

Digital collection and exhibit design

Dublin Core, EAD, and MARC in XML

Bepress Digital Commons publication types and metadata structures

Implementing best practices for interoperable metadata using OAI-PMH

Building workflows for technical processes

DSpace administration and operation

Metadata conversion (MARC, Dublin Core, DataCite) with XSLT

Writing procedural, implementation, and support documentation

Digital object management with Archivematica, ArchivesSpace, and Aviar

Developing and producing workshops for faculty students, and the public

LAMP stack installation and administration

Interacting with APIs using cURL

SQL, Python 2 and 3

MySQL, Postgresql database administration

EXPERIENCE

Processing Archivist (Librarian I)

ISU Libraries Special Collections and University Archives, Iowa State University

Ames, IA
Feb 2019-Present

As part of the three-person Processing team, responsible for rehousing, arrangement, description, and management of physical and digital materials in the archive

- manages transfers and ingest of born-digital materials from department storage into long-term preservation system, with accompanying contextual information
- processes, arranges, and describes physical materials in accordance with local implementations of professional best practices
- assists collections archivists with appraisal, long-term planning for high research value collections, and updating or enriching description as needed

Co-lead in developing, testing, documenting, and advocating for departmental intake and management policies

- assessed and updated artifact cataloging practices to shift burden from individuals onto documentation, streamline process, and ensure resulting records contained identified most-critical minimum information
- developed and tested multiple AV custody, transfer, and documentation workflows in collaboration with Preservation and Metadata departments
- tested and wrote born-digital donation, accessioning, and processing procedures to align department priorities and capacity with best practices and system expectations

Works as part of the team managing the data migration from legacy archival information system into ArchiveSpace and ongoing implementation of ASpace in department workflows

- identified weak points and opportunities to improve descriptive and documentation practices in line with new software capabilities
- took lead in UI/UX testing and communicating needed changes to vendor, including designing survey, training survey proctors, and coding results
- coordinated with vendor support and internal stakeholders to ensure fidelity of migrated data, including cleanup operations
- lead implementation and testing of Alma/ASpace API plugin to facilitate sharing metadata across systems

Performs reference, outreach, and instruction on collections, archival practices, and other areas of professional interest

- weekly reference desk shifts
- posts about items of interest related to processing on the [departmental blog](#)
- presents internally to Libraries and externally to local, regional, and national professional associations about SCUA projects and related topics

Regularly represents Processing team on the AV working group

- advocated for specific needs of collections I was processing
- contributed to decision making around custody and metadata capture workflows for born-digital AV materials

Library Fellow (Visiting Assistant Professor)

UNLV University Libraries, University of Nevada, Las Vegas

Las Vegas, NV
Jan 2017 – Jan 2019

One of two UNLV Library Fellows, in a residency-style program intended to foster innovation in key strategic projects and professional development for early-career librarians

- as part of the inaugural cohort, participated in ongoing assessment of the program, defining the role of the Fellow within the host department and the Libraries as a whole
- established relationships across Libraries departments and campus units to identify partners for projects with broad scope, such as Research Data Management (RDM) practices and ORCID uptake
- gained an understanding of the structure and function of the Libraries by attending department meetings, participating in informational interviews, contributing to faculty

meetings, and serving on Libraries committees

Co-lead in design of the Libraries' ORCID integration pilot, including a survey of the field and implementation and workflow testing

- co-wrote project plan, assisted with research and literature review, including outreach to other ORCID institutions, and co-wrote [report on pre-pilot outcomes](#)
- developed roadmap for ideal script function, including logic, some code, and pseudo-code to demonstrate functions and operations
- wrote and tested cURL scripts to contact API, using all ORCID-supported protocols; analyzed and stored logs
- co-wrote [ORCID subject guide](#)

Lead a review of metadata practices in the institutional repository (IR), focusing on best practices and external harvester requirements

- based on research, recommended changes to IR to improve discovery and interoperability
- built new metadata application profiles to be implemented in the IR
- worked with vendor support, colleagues in Scholarly Communications Initiatives (SCI) to test and deploy new metadata profiles
- drafted documentation to support implementation of the new metadata profiles
- co-authored a case study, published in [Library Resources and Technical Services](#)

Assisted in a Libraries assessment of RDM practices inside the Libraries, across campus, and at comparable institutions

- participated in literature review and outreach to similar academic libraries to determine the state of the field and best practices regarding RDM
- helped develop Libraries-led programming for faculty and researchers centered on existing practices and resources, shared challenges, and RDM needs on campus

Researcher III, CLACI Project

School of Information, UT Austin

Austin, TX

Oct – Dec 2016

Developed a data model and metadata profiles for Mellon-funded digital archive

- Researched existing models and standards for digital archives metadata
- Collaboratively resolved questions around PREMIS implementation
- Built and tested preservation metadata profile against several object types

Taxonomy Consultant

Whole Foods Market, Inc

Austin, TX

Sept – Dec 2016

Worked as a taxonomy domain expert for a marketing-driven platform redesign

- Provided guidance on functional and business requirements for taxonomy tool
- Assisted in communicating the value and functions of the taxonomy design

Deputy Systems Administrator

School of Information, UT Austin

Austin, TX

Jan 2015 – Aug 2016

Provided ongoing technical support for faculty, students, and staff

- explained and resolved hardware and software issues on multiple platforms
- helped users understand and navigate network and email server changes

Updated [iSchool repository](#) from DSpace 1.8 to DSpace 5.0

- worked with relevant faculty to determine concerns and needs prior to upgrade

- created and vetted new configuration files for upgrade and migration
- Administrated DSpace 5 repository
- assisted students with preparing and uploading packages via command line
 - created troubleshooting and upload guide for DSpace content management
 - migrated database and asset store to DSpace 5.2 in new server environment
- Migrated Intro to Usability course wiki from DokuWiki to Confluence
- assessed instructor and student needs and expectations
 - established style templates for existing and new content types
- Administrated MySQL servers for classes
- enabled phpMyAdmin with htaccess protection
 - set up local directories, databases, and access credentials

PUBLICATIONS AND PRESENTATIONS

“A Stable Foundation: creating the future of artifact processing at Iowa State University,” (poster) August 2020
online

SAA Annual Meeting 2020; with Kahlee Leingang

Co-authored a poster for presentation at the (online) Society of American Archivists Annual Meeting, on the transformation of the high-value but dysfunctional process of artifact cataloging by focusing staff time on shifting personal knowledge into institutional documentation.

“Managing Your Digital Inheritance: Strategies for Picking Up and Starting New with Archives Direct” April 2020
(canceled)

Archivematica Bootcamp 2020; with Kahlee Leingang
(Conference canceled due to COVID-19)

Metadata Revisited: Updating Metadata Profiles and Practices in a Vendor-Hosted Repository October 2019
Vol 63 No 4
Library Resources and Technical Services; with Carol Ou <https://doi.org/10.5860/lrts.63n4>

Peer-reviewed article co-authored with head of Discovery Services following successful design and implementation of new metadata application profiles, enhancing discovery of institutional repository materials in library catalog system.

A Clog in the Pipe: Data Collection and Transformation Issues in a Library Infrastructure Pilot (poster) June 2018
New Orleans, LA
ALA Annual Conference 2018; with Matthew Murray <https://osf.io/w5gh4/>

Co-authored poster for presentation at the American Library Association Annual Conference and Exhibition, on the UNLV Libraries' ORCID integration pilot project.

The (UN)LV (un)Conference (un)Poster (poster) June 2018
New Orleans, LA
ALA Annual Conference 2018; with Matthew Murray

Co-authored poster for presentation at the American Library Association Annual Conference and Exhibition, on the UNLV Libraries Research Data Management unConference.

ORCID Integration at the UNLV Libraries (article) April 2018
Library Connect; with Matthew Murray and John Novak libraryconnect.elsevier.com
Co-authored short newsletter article about the process and findings of the UNLV ORCID integration pilot project.

Flying Blind: Creating a Library ORCID Integration Pilot (talk) April 2018
Digital Initiatives Symposium; with Matthew Murray San Diego, CA
<https://osf.io/mtbuw/>
TED-style 15-minute talk on the UNLV ORCID integration project, covering the process and findings of the pre-pilot, including successes, lessons learned, and next steps.

Space for Listening: Using a library unConference as an Alternative Method of Communication (poster) March 2018
RDAP 2018; with Matthew Murray Chicago, IL
<https://osf.io/arzwn/>
Co-authored poster for presentation at the Research Data Access & Preservation Summit 2018, on the UNLV Libraries Research Data Management unConference.

#digitalarchivesfail: Well, That Didn't Work (reviewed blog post) March 2017
bloggERS saaers.wordpress.com
Part of the SAA Electronic Records Section blog series #digitalarchivesfail: A Celebration of Failure, about the signal failure of a server archiving attempt.

What's That Noise? Adventures in Legacy Hardware Imaging (poster) May 2016
School of Information Open House; Dr. Patricia Galloway, Faculty Sponsor Austin, TX
Digital poster and technology demonstration highlighting the challenges of accessing and archiving a circa 2001 Dell PowerEdge 4400 server.

It Looks Like Gibberish and Makes You Feel Like a Wizard: Batch Ingesting as a DSpace Administrator (talk) April 2016
UT Digital Preservation Symposium Austin, TX
Lightning talk with [slides](#), aimed at those working with DSpace, demonstrating use case and commands for using the batch uploading utility at the command line.

WORKSHOPS AND INSTRUCTION

CLI for GLAM: the command line interface for absolute beginners May 2022
Midwest Archives Conference Annual Meeting 2022 (forthcoming) Madison, WI
Designed, created workshop materials for, and taught a four-hour workshop on the use of Bash and the command line interface, a skills-development class focused on file system navigation and file manipulation for gallery, libraries, archives, and museums workers interested in using the command line interface for digital archives work.

CLI for SCUA December 2020
ISU Libraries Ames, IA
Designed, created workshop materials for, and taught a three-part workshop on the use of

Bash and the command line interface for Special Collections and University Archives staff, addressing uses directly related to department work with digital materials.

UNLV Libraries ORCID Certification Workshop (for campus community) Multiple, Spring 2018
Las Vegas, NV

UNLV Libraries

Co-designed and ran a one-hour workshop on the ORCID registry for UNLV faculty, staff, and students. Participants signed up for and verified ORCID iDs, added works, and learned about functionalities of ORCID for researchers.

UNLV Libraries ORCID Certification Workshop (for Libraries) Feb 2018
Las Vegas, NV

UNLV Libraries

Co-designed and ran a one-hour workshop on the ORCID registry for Libraries faculty and staff. Participants signed up for and verified ORCID iDs, added works, learned about functionalities of ORCID for researchers, and discussed strategies for encouraging campus-wide ORCID uptake.

Who Are You? What Are You Doing Here? Fall 2017, 2018
Las Vegas, NV

UNLV Libraries Graduate Workshop Series; with Matthew Murray

Co-presented an original 45-minute workshop on scholarly identity and reputation management for academics and researchers, geared toward graduate students not yet or just beginning work in their fields.

Research Data Management unConference Oct 2017
Las Vegas, NV

UNLV Research Week; with Matthew Murray

As part of campus Research Week, designed and co-facilitated one of the Libraries' showcase events, a half-day unConference for faculty to discuss practices, tools, and needs in research data management, emphasizing the Libraries' role. This successful event was the first of its kind offered by the Libraries, attracting participants from the Office of Research, the UNLV National Supercomputing Institute, and the Women's Research Institute of Nevada.

Up and Running with Bit Curator Spring 2016
Austin, TX

Archival Enterprise II, Dr Ciaran Trace

Coordinated with group members to install, test, and use prior to class presentation; created video walkthroughs and exercises for an introductory two-hour workshop, including installation scenarios, use cases, and hands-on exercises.

Gephi Crash Course Fall 2015
Austin, TX

Intro to Digital Humanities, Dr Tanya Clement

Worked with a group to choose a social network mapping tool (Gephi), select a dataset, and prepare in-class materials. Prepped workspace by ensuring tool installation on lab computers; tested tool, created a demonstration video, and assisted classmates during the 45-minute hands-on portion.

Intro to Git/Github

UT AS/S&T/AWIT

Fall 2015

Austin, TX

Oriented workshop participants, identifying hardware and software for BYOD event; clarified steps and assisted with setting up accounts and tool installation; resolved issues locating, launching, and navigating the command line interface.

SERVICE

Electronic Records Working Group, Team Member

2019-current

ISU Libraries

- Surveyed and documented existing SCUA digital materials, preparatory to interdepartmental effort to align preservation policies with AVP report recommendations
- implemented up-and-running procedures for restarting born-digital processing and collecting, including documentation and education for SCUA staff

Research and Service Committee, Team Member

2020-2021

ISU Libraries

- Collaborated with the Diversity, Equity, and Inclusion committee to offer programming and learning opportunities examining research and service in the academic library from a DEI perspective
- Migrated committee records out of legacy knowledge base into Box

BloggERS Editorial Team, Team Member

2018-2021

SAA Electronic Records Section

- One-year service position, selected by team leader based on statement of application
- Work to foster communication within ERS and the archival community
- Manage (recruit, edit, publish) one post every six weeks

Cataloging & Metadata Strategies Librarian Search Committee, Member

Fall 2017

UNLV Libraries

Las Vegas, NV

- Participated in CV vetting, phone and in-person interviews, and debate with colleagues
- Contributed to final candidate recommendation to the Dean
- Completed successful search for tenure-track faculty librarian

Library Research Week Task Force, Appointed Member

Fall 2017

UNLV Libraries

Las Vegas, NV

- Assisted with programming and schedule development for Libraries programming
- Co-developed and lead a Research Data Management event for campus faculty
- Participated in evaluation of task force effectiveness and programming

Calvert Awards For Undergraduate Research, Judge

Spring 2017

UNLV Libraries

Las Vegas, NV

- Read and evaluated outstanding, faculty-sponsored undergraduate research papers and creative works, supported by reflective creator essays, for an endowed prize
- Over the course of a week, assessed multiple entries against a rubric, assigning scores

through IR review system

- Participated in debate with other judges, discussing entries prior to selecting 4 winning works out of more than 30 entries in 3 categories

Art + Feminism Wikipedia Edit-a-Thon, Volunteer

March 2016

UT ASIS&T/AWIT

Austin, TX

- Oriented participants, helping set up Wikipedia accounts and check in at [event page](#)
- Provided technical, style, and research assistance for the duration of the half-day event

UT Elementary STEM Discovery Day, Volunteer Educator

January 2016

UT ASIS&T/AWIT

Austin, TX

- Organized acquisition of computers and tools for multi-session, all day event
- Guided students in disassembling, identifying, and reassembling laptop computers

ASIS&T/AWIT, iSchool Student Chapter, Social Liaison

2015-2016

University of Texas

Austin, TX

- Facilitated collaborative projects between iSchool chapter and local organizations
- Identified and supported UT and external social and networking events for members

Austin Archives Bazaar, Volunteer Coordinator

October 2014

Daniel Alonzo and Molly Hults, Organizers

Austin, TX

- Oriented volunteers, explained tasks, and provided support and shift coverage
- Worked with repository representatives and attendees to ensure a positive experience

Texas Archive of the Moving Image, Processing Volunteer

Fall 2014

Susan Dirks, Administrative Coordinator

Austin, TX

- Processed donor paperwork and inventoried donated audio-visual materials
- De-accessioned audio-visual materials from a high-volume collection

PROJECTS

Structuring the Past: Designing the AISD Digital Archive

Summer 2016

Dr. Lynn Westbrook; Bonnie Hauser and Deborah DeStefano, Supervisors

Austin Independent
School District Library

Austin ISD Digital Archive

Media Center

Independent MSIS capstone project designed in collaboration with AISD Library Media Services staff to create workflows for and optimize use of their digital archive: extending collection structure and metadata capture protocol for digitized objects; establishing metadata templates and upload procedure; ingesting items, building a showcase collection, and making recommendations for continued work

Digital Archiving and Preservation

Spring 2016

Dr. Patricia Galloway

UT Austin

School of Information Decommissioned Servers: Fiat Server Project

Worked with a group to create and attempt data-retrieval strategies for a legacy (circa 2001) server; led research and experiment efforts; helped draft recommendations for future

infrastructure server decommissioning procedures; [documentation available here](#)

Archival Enterprise II

Dr. Ciaran Trace

Spring 2016

UT Austin

Now What Do I Do? Upgrading DSpace as a First-Time Administrator

As part of a course designed to introduce and engage students with issues within the archival profession, wrote a case study describing the process of upgrading the School of Information's DSpace repository from 1.8 to 5.0, discussing transferable concepts, skills, and knowledge gained in the process

Archival Enterprise I

Dr. Ciaran Trace; Brent Sipes, Supervisor

Fall 2015

Women's Basketball and Intercollegiate Athletics Records, 1976-2007 (Jody Conradt and Chris Plonsky Papers)

H.J. Lutcher Stark Center

Collaborated with a group in processing and arranging approximately 10 cubic feet of archival material, including appraisal report and processing plan, EAD finding aid, and physical arrangement. Finding aid available at [Texas Archival Resources Online](#)

Introduction to Digital and Electronic Records

Fall 2014

Dr. Patricia Galloway; Jessica Meyerson, Advisor

Dolph Briscoe Center for

University Communications Born-Digital Video Collection

American History

Assisted in creating a business plan for the Briscoe Center's born-digital acquisitions by assessing current practices, working with stakeholders to understand future expectations, and making recommendations for archival formats, records selection, and metadata standards.