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## EDUCATION

<b>The University of Texas at Austin</b> Masters of Science, Information Studies Endorsements of Specialization: Digital Archives and Digital Collections Design	Austin, TX August 2016
<b>American University</b> Graduate study in modern eastern European history and culture	Washington, DC 2011-2012
<b>Texas State University</b> Bachelor of Arts, English and history, <i>Summa Cum Laude</i>	San Marcos, TX May 2009

## SKILLS

LAMP stack installation and administration	MARC, EAD, and Dublin Core in XML
SQL, PERL, Python 2 and 3	Metadata crosswalking (MARC21 to Dublin Core)
MySQL, Postgresql database administration	Digital collection and exhibit design
DSpace administration and operation	Managing digital objects with repository software
Data curation with MySQL, phpMyAdmin, Access, Excel	Writing procedural, implementation, and support documentation

## EXPERIENCE

<b>School of Information, UT Austin</b> <i>Deputy Systems Administrator</i>	Austin, TX January 2015 – Present
<ul style="list-style-type: none"><li>• Provided ongoing technical support for faculty, students, and staff<ul style="list-style-type: none"><li>◦ explained and resolved hardware and software issues on multiple platforms</li><li>◦ helped users understand and navigate network and email server changes</li></ul></li><li>• Updated <a href="#">iSchool repository</a> from DSpace 1.8 to DSpace 5.0<ul style="list-style-type: none"><li>◦ worked with relevant faculty to determine concerns and needs prior to upgrade</li><li>◦ created and vetted new configuration files for upgrade and migration</li></ul></li><li>• Administrated DSpace 5 repository<ul style="list-style-type: none"><li>◦ assisted students with preparing and uploading packages via command line</li><li>◦ created troubleshooting and upload guide for DSpace content management</li></ul></li></ul>	

- 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

## PROJECTS

### **Structuring the Past: Designing the AISD Digital Archive**

Summer 2016

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

AISD Library Media  
Center

*Austin ISD Digital Archive*

Independent project 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*

*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; project documentation viewable at <https://ford.ischool.utexas.edu/xmlui/handle/2081/32193>

### **Archival Enterprise II**

Spring 2016

*Dr. Ciaran Trace*

*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**

Fall 2015

*Dr. Ciaran Trace; Brent Sipes, Supervisor*

H.J. Lutch Stark  
Center

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

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 <http://www.lib.utexas.edu/taro/utlsc/00012/lsc-00012.html>

### **Introduction to Digital and Electronic Records**

Fall 2014

*Dr. Patricia Galloway; Jessica Meyerson, Advisor*

Dolph Briscoe Center  
for American History

*University Communications Born-Digital Video Collection*

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.

## WORKSHOPS AND PRESENTATIONS

### **What's That Noise? Adventures in Legacy Hardware Imaging**

May 2016

*School of Information Open House; Dr. Patricia Galloway, Faculty*

*Sponsor*

Digital poster and technology demonstration: poster highlighting the challenges of accessing a circa 2001 Dell PowerEdge 4400 server (used by the school as a web/infrastructure server), showcasing the strategies, setbacks, successes, and future implications of the project; demonstration providing access to the machine and its directories.

### **It Looks Like Gibberish and Makes You Feel Like a Wizard: Batch Ingesting as a DSpace Administrator**

April, 2016

*UT Digital Preservation Symposium*

Lightning talk with slides, aimed at those working directly with repository software or interested in uploading from the command line, but suitable for any level of experience, demonstrating use case and commands for using the DSpace batch uploading utility at the command line.

### **Up and Running with Bit Curator**

Spring 2016

*Archival Enterprise II, Dr Ciaran Trace*

Coordinated with group members for installation, testing, and use prior to class presentation; created video walkthroughs and step-by-step exercises for an introductory workshop on BitCurator for archives, including installation scenarios, use cases, and hands-on exercises.

### **Gephi Crash Course**

Fall 2015

*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 hands-on portion.

### **Intro to Git/Github**

Fall 2015

*UT ASIS&T/AWIT*

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.

## VOLUNTEERING

### **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 event

### **UT Elementary STEM Discovery Day, Volunteer Educator**

January 2016

*UT ASIS&T/AWIT*

Austin, TX

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

**Austin Archives Bazaar, Volunteer Coordinator**  
*Daniel Alonzo and Molly Hults, Organizers*

October 2014  
 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**  
*Susan Dirks, Administrative Coordinator*

Fall 2014  
 Austin, TX

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

## **AWARDS AND MEMBERSHIPS**

Alice Duggan and David Caldwell Gracy Endowed Presidential  
 Scholarship (School of Information)

2015-2016

Benonine Muse Academic Scholarship (School of Information)

2014-2015

ASIS&T UT Chapter, Social Liaison

2015-2016

Society of American Archivists, UT Chapter, Member

2014-Present

Texas Library Association, Member

2013-Present