

## Employment History

### **Digital Repository Services Team Lead & Project Manager 2017 - present**

*Born-Digital (a division of Common Media) <https://born-digital.com/>*

Lead a dedicated team of developers to coordinate design and development efforts for all digital repository solutions projects from pre-sales/sales involvement to project management of new builds and long-term client support. Prepare and maintain project documentation, budgets, and schedules while managing expectations with client and internal teams. Provide expert consulting on digital repository projects including collection and data analysis, metadata cleanup and remediation, content strategy, and systems architecture.

### **Digital Asset Manager 2010 - 2017**

*The Wolfsonian – Florida International University <https://digital.wolfsonian.org>*

Develop and implement strategies for creation and use of digital resources. Work with Librarians, Curators and Faculty to develop priorities for digitizing collections and exhibitions and on the overall direction of a digital curation program for the Museum. Manage the creation and use of digital assets derived from the museum's collections, oversee digitization projects creating digital objects along with metadata harvested from the Museum's Collection Management Databases. Develop and implement quality assurance systems to ensure the consistency of digital objects and metadata. Responsible for interface design and function of search and discovery tools. Liaison with University Information Technology to promote collaboration in use of shared resources such as infrastructure for preservation and access of digital materials.

### **Computer and Information Systems Specialist 2005 - 2010**

*Yale University Library, Department of Manuscripts and Archives*

Act as point of contact for all issues involving computer and information systems in a large archival repository of a major University research library. Supervise a scanning technician producing high quality digital reproductions of collection material on patron request and for small scale digitization projects for staff and faculty. Serve on library committees dedicated to ensuring long-term access to electronic format collection materials, both surrogates and born-digital. Advise on the selection of archival materials that are appropriate candidates for digital preservation. Manage and maintain project budgets and schedules. Manage department website and intranet using SharePoint, Mediawiki and other software. Participate in development of open-source software to the benefit of the institution and the community

### **Project Manager, Shoah Visual History Archive 2003 - 2005**

*Yale University Library, Department of Manuscripts and Archives*

Managed a grant-funded project to establish and support on-campus access to the Visual History Archive of the Survivors of the Shoah Visual History Foundation. Developed and tracked project plan and schedule. Coordinated team members as they worked to meet goals and maintain schedules. In collaboration with Integrated Library Technology Services, created and maintained systems for accessing the archive. Worked with digital collections specialists to investigate ways of expanding access to the collection and associated metadata. Scheduled and chaired project meetings. Communicated project progress to project principals. Prepared and monitored budgetary and financial data for reports. Trained and supported faculty and student researchers to use the archive. Provided consultation on digital preservation issues, including the Fortunoff Archive's SAMMA project for digital conversion and preservation of video testimonies. Participated in department and library-wide committees related to digital preservation, access, and the library's Rescue Repository.

### **Project Manager 2001 - 2003**

*Squid Country Safari, Boston, MA*

Managed the development of interactive exhibits for museum kiosks, websites, and CD ROMs. Duties consisted of creating project schedules and budgets; negotiating contracts; communicating with clients; planning and chairing meetings; overseeing the task schedules and work quality of individual team members including content writers, graphic designers and programmers. Clients include: The Tech Museum of Innovation (San Jose, CA); New England Aquarium (Boston, MA); Museum of Afro-American History, (Boston, MA); Mary Baker Eddy Library (Boston, MA); Kentucky Center for African American Heritage (Louisville, KY); National Museum of American History, Smithsonian Institution (Washington DC).

## **Education**

**Lewis & Clark College – Bachelor of Arts (International Affairs) 1994**

## **Training Courses, Conferences and Additional Coursework**

### **Digital Library Federation 2017 Forum**

*Pittsburgh, PA*

### **Beautiful Data, Getty Summer Institute – Harvard University metaLAB**

*Cambridge, Massachusetts 2014*

### **Harvard Law School, Online Course – “Copyright1X”**

*Cambridge, Massachusetts 2013*

### **Museums and the Web 2013 Conference**

*Portland, Oregon 2013*

### **Code4lib Library Technologists' Conference**

*Providence, RI 2009 and Seattle, WA 2012, Washington, DC 2017*

### **Introduction to Microsoft SharePoint and Using SharePoint Designer 2009**

### **Hands-On XSL: Transforming and Styling XML 2008**

*Learning Tree International, New York, NY*

### **MySQL Database installation, operation and administration (intensive course) 2006**

*MySQL AB, Boston, MA*

### **Coursework in computer science and Java programming 2001**

*Harvard University Extension School, Cambridge, MA*

## **Contributions to the Profession**

### **Facilitated Development of Islandora ISLE Project**

Working with the staff of Born-Digital and a diverse group of technologists, librarians, and administrators from a multi-college consortium to shepherd the development and release of a docker-based installation and maintenance platform for the complex ecosystem of open-source software that make up the Islandora digital repository.

### **Convening of The Wolfsonian Digital Media Strategy Group**

A group of visionary thinkers, scholars and entrepreneurs from the MIT Media Lab, HASTAC, Google, Knight Foundation, and more came together for a one-day meeting to build a set of strategies to innovate the work of finding and engaging new audiences online.

### **Florida Council of State University Libraries (CSUL), Digital Initiatives and Services Committee (DISC)**

Committee met to discuss statewide collaboration on digital initiatives and services, and to share research. The

group identified functional requirements for a common digital collections platform for statewide adoption.

**Development of Services and Support for The Archivists' Toolkit (AT)**

Working with Digital Archivists and Collection Managers at Yale University, developed and documented a number of additional functions and features for the open-source AT software. The AT project is a collaboration of the University of California San Diego Libraries, the New York University Libraries and the Five Colleges, Inc. Libraries, and is generously funded by The Andrew W. Mellon Foundation.

**Global Resources Network Conference and Forum, March 24-5, 2005**

Planned and organized all aspects of a large academic conference working directly for the Yale University Librarian. In March of 2005, members of the Association of Research Libraries' Global Resource Network met to discuss how the top research universities can preserve our global historical record in dynamic collections readily accessible for current and future scholars and students.

**Use of Digital Video Archives in Teaching and Learning: A Pedagogical Assessment Group**

Organized a series of meetings and faculty interviews with the Yale Associate University Librarian and the Director of the Graduate Teaching Center to gather and process data on the use of the Visual History Archive of the Survivors of the Shoah Visual History Foundation in the classroom.