

## QUALIFICATIONS

- Extensive experience **WORKING WITH CULTURAL HERITAGE MATERIALS**, both as a researcher and as a service provider facilitating access and digitizing resources
- Dynamic **INTERPERSONAL SKILLS**, demonstrated through graduate student recruitment activities via email, phone, social media, online video sessions, and in-person interactions
- Strong **WRITTEN COMMUNICATION SKILLS**, in a variety of media, including: articles in *Oxford Encyclopedia*, master's thesis, *Information Space* blog posts, and social media engagement
- Demonstrated **ATTENTION TO DETAIL** in creating and managing cultural heritage metadata resources as well as organizing events for prospective graduate students

## EDUCATION

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- SYRACUSE UNIVERSITY – SCHOOL OF INFORMATION STUDIES** Syracuse, NY  
M.S. in Library & Information Science, C.A.S. in Cultural Heritage Preservation May 2015
- UNIVERSITY OF ROCHESTER – COLLEGE OF ARTS & SCIENCES** Rochester, NY  
M.A. in American History May 2011  
B.A. in History and Political Science, Take Five Scholar studying Sustainability & Culture May 2009

## INTERNSHIP EXPERIENCE

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- ONONDAGA COMMUNITY COLLEGE – COULTER LIBRARY** Syracuse, NY  
Copyright & Digitization Intern December 2014 – March 2015
- Independently researched the copyright status and fair use allowances for a collection of sound recordings on long playing vinyl records
  - Digitized one hundred sound recordings using Audacity software and recorded technical and descriptive metadata
- SYRACUSE UNIVERSITY LIBRARIES – BELFER AUDIO ARCHIVE** Syracuse, NY  
Archivist Intern May 2014 – August 2014
- Processed, rehousing, and entered metadata for audio collection materials in the fourth largest repository of recorded sound in the United States
  - Compiled inventories for potential donations, made recommendations based on existing collections and Belfer acquisition goals, and performed basic cataloging for a portion of a 200,000 item donated collection

## ADDITIONAL EXPERIENCE

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- SYRACUSE UNIVERSITY – ISCHOOL GRADUATE RECRUITMENT OFFICE** Syracuse, NY  
Graduate Program Assistant September 2013 – Present
- Assist in planning, coordinating and executing graduate recruitment activities and events
  - Host visiting prospective students, give tours, and answer questions via email and online information sessions
- UNIVERSITY OF ROCHESTER – STUDENT ACTIVITIES OFFICE** Rochester, NY  
*Event Support Student Supervisor / Education Media Specialist* September 2004 – September 2012
- Serviced audio-visual, technical, and general set up requests—providing technology and live sound reinforcement for hundreds of on-campus events per year
  - Offered technical support via phone, leading technicians through troubleshooting procedures and assisting in-person as needed
- UNIVERSITY OF ROCHESTER – DEPARTMENT OF HISTORY** Rochester, NY  
*Oxford Encyclopedia of United States Cultural and Intellectual History* October 2010 – December 2011
- Assisted University of Rochester Professor Joan Rubin in editing materials for the encyclopedia, contributed to development of headword list, and wrote eleven articles for the new edition
  - Worked independently in outlining scope descriptions for article contributions, suggesting content updates and scanning and compiling a digital database of articles from the previous edition using optical character recognition software