

DIGITAL ASSET MANAGER | LIBRARY + INFORMATION SCIENTIST

Archival Process Management, Critical Librarianship, Digital Asset Management, Leadership, Project Management, Research, World Building, Curation

Innovative, process driven and results-oriented leader with a proven track record of developing quality streamlined workflows that enable self-service data, critical decision making, and access and retrieval of information.

- Emotional Intelligence
- Project Management
- Workflow Development
- Servant Leadership
- Strategy Formulation
- Metadata Management
- Adaptive Communication
- Quality Assurance
- Governance + Retention Policies
- Collaborative Teamwork
- New + Emerging Media
- Streamlining Efficiencies

BXB3 Corporation

***CEO, Digital Archives Consultant + Digital Media Management Consultant* 2023 - Present**

Foundational consultancy work surrounding the complete lifecycle of digital and physical-to-digital archival processing, digital preservation, and digital media management, including collections management systems (CMS) and digital asset management (DAM) systems selection and implementation.

Rutgers University, School of Communication & Information, Continuing and Professional Studies, Digital Asset Management (DAM) Professional Certificate Program

***Part-time Faculty, Bronze Certificate* 2022 - Present**

The Evolving World of Digital Asset Management (DAM): Course instruction including support for participant inquiry, discussion threads, and deliverables feedback; Instructional design; and, Information session moderation.

***Teaching Assistant, Bronze Certificate* 2021 - 2022**

The Evolving World of Digital Asset Management (DAM); and, Successful Implementation of Digital Asset Management (DAM): In collaboration with course instructors, course support for participant inquiry, discussion threads, and deliverables feedback.

LA County Library

Administrative and Executive Offices

***Project Manager - Digital Projects, Technical Services, Librarian II* 2023 - Present**

Digital project management and team leadership; Research, development, implementation, and oversight of foundational Digital Projects unit and workflows; Digital processing of physical, digital and born-digital collection materials, including collection assessment; Web and social media archiving; Quality control; Stakeholder and vendor collaboration; Data governance; Outputs and

deliverables collaboration; Metadata management; and, Digital Asset Management (DAM); Simultaneous digital processing of ongoing digital histories collections.

Interim Digital Projects Unit (DPU) duties relative to Digital Projects Coordinator vacant seat, including Ask a Librarian requests, community digital projects inquiries, LIS student inquiries, and collaborations (Departmental collaborations, Library collaborations, and community collaborations); Document and perform digital preservation/triple backups software workflows; and, conduct Annual Library Inventory Reconciliation.

Project Manager - Digital Projects, Technical Services, Librarian I **2019 - 2023**

Digital archive project management and team leadership for the County of Los Angeles Second District Supervisor Mark Ridley-Thomas Digital Archive; Research, development, implementation, and oversight of archival workflows for digitization processing of physical, digital and born-digital archive collection materials, including collection assessment, web and social media archiving; Quality control; Stakeholder and vendor collaboration; Data governance; Outputs and deliverables collaboration; Digital Asset Management (DAM); and Metadata management. Design, implementation and curation of living archive timeline tracking archival digitization project process; Simultaneous archival processing of ongoing digital archive collections

West Hollywood Library **2018 - 2019**

Adult + Teen Services Librarian I

Professional library work including customer service, reference interviews, information interactions, collection development, bibliography development, monthly outcomes reports; Collaboration with city officials regarding community programming needs; Programs development and execution; Workflow development of tools and programs for patron services; County-wide travel for meetings, training and coverage; and, Online software moderation; Professional staff development via ILS course series; Extensive Acting-in-Charge experience, Children's Services experience, Circulation Desk experience, as well as cash handling and patron monetary transactions, including quarterly Sunday Service commitments; Average 5 - 6 hours per day at Reference Desk. Responsible for increased customer retention and satisfaction; Program development and management; Servant leadership.

Augustana University Archives, Center for Western Studies **2020 - 2023**

Volunteer Digital Archivist

DORIS ZILPHA [SISSON SURDEZ] MONSON COLLECTION

In collaboration with Augustana University Archives' Center for Western Studies, simultaneous physical/digital materials archival processing/preservation of maternal grandmother Doris Zilpha [Sisson Surdez] Monson Collection papers (letters, photographs, family bible, ephemera, textiles, etc.) for collection donation into the Archives' np3 (Northern Plains Peoples & Places) Collection; Use of digital preservation software for dynamic archival processing of same; Creation of collection finding aid, metadata management, etc.

EDUCATION

MMLIS (Master of Management, Library + Information Science),

University of Southern California (USC) Gordon S. Marshall School of Business, Los Angeles, CA
Summa cum laude + Beta Gamma Sigma International Business Honor Society

Digital Asset Management (DAM) Silver Certificate,

Rutgers University, School of Communication and Information, Professional Development Studies,
New Brunswick, NJ

Digital Asset Management (DAM) Bronze Certificate,

Rutgers University, School of Communication and Information, Professional Development Studies,
New Brunswick, NJ

Rare Books and Manuscripts Professional Certificate,

California Rare Book School (CalRBS), UCLA Graduate School of Education & Information Studies,
Los Angeles, CA --- *In-progress*

Bachelor of Arts, Creative Writing, Cultural Anthropology Minor,

University of Southern California (USC) Dana and David Dornsife College of Letters, Arts and Sciences,
Los Angeles, CA

Magna cum laude, Order of Troy, + Norman Topping Student Aid Fund Ron McDuffie Award

PUBLICATIONS

Virtual exhibits and museums: How digital asset management rises to meet the challenges

Journal of Digital Media Management Vol. 11, 1 54–61 © Henry Stewart Publications 2047-1300 (2022)

Abstract Enhancing exhibits to increase collections access through online or virtual environments challenges museums and other cultural heritage institutions to expand upon existing digital asset management (DAM) workflows. Museum DAM managers are similarly challenged to implement DAM technical needs for new exhibit file structures. This paper addresses how DAM practitioners can utilise innovation and best practices to realise a return on investment through a flexible or contorted DAM system. **KEYWORDS:** access, digital asset management, DAM, GLAM, museum, virtual exhibition, workflows

Aiming for that digital sweet spot: Using DAM to refactor a traditional library archives project

Journal of Digital Media Management © Henry Stewart Publications (2020)

Invited submission [unpublished] use case focusing on the ways in which a public library uses digital asset management and The DAM Capability Model to digitize a collection with the goal of providing an accessible online digital collection. **KEYWORDS:** archive, cultural heritage, DAM, DCM, digital workflows, digitization, library, use case

SPECIAL INTEREST PROJECTS

Origami Air

Director, Senior World Archivist, Librarian + Curator

2020 - Present

AFTERVILLE ARCHIVES (Afterville Gallery, Library, Archives + Museum)

Looking through the lens of decolonization, equity, diversity, inclusion and access, strategic planning, collaborative design and creation of virtual public library space and corresponding online digital archive housing and showcasing Afterville pioneer community collection materials (set for Public release Fall 2023); Ongoing operations of same, including Afterville community support, educational programming, collections development, collaborative industry events, and professional development mentorship.

- Producer and Host, 2020-2021 Season, Afterville Archive Hour once-monthly prosocial radio show engaging Afterville pioneers and community members, library and information science professionals, digital asset managers, digital artists, world builders, and mixed reality innovators.
- Proctor professional development program for LIS professionals seeking practical digital asset management and digital archives processing skills development; Creation of workflows wiki in support of skills development and archive formalization (Afterville Archives policy, documentation and workflows)

Producer + Host

2022

metaFUTURES Production Residency

In collaboration with Origami Air Co. at UC San Diego's Office of Innovation and Commercialization, in-VR residency program focused on immersive VR visual and audio production: Produced immersive Afterville Archives tour exploring equity, diversity, accessibility and decolonization in the library (Producer + Host); Produced immersive audio tour for Origami Air Co. Skyport, showcasing Joe Wolfe's "The PLURALVERSE: Music inspired by metaFUTURES" (Episode Producer + Host; Album Producer); Produced "Arthur C Clarke Presents: metaFUTURES" salon series episode 2 panel discussion on "The meta of a Plural Multiverse" exploring identity and community, and what it means to live and work in the metaverse (Producer + Host).

World Archivist + Researcher

2020 - 2022

THE PROTEST: A PRO-SOCIAL VIRTUAL EMPATHY COLLECTION

UC San Diego's Arthur C. Clarke Center for Human Imagination, T. Denny Sanford Institute for Empathy and Compassion, and Origami Air come together via prosocial virtual protest simulation to elicit, measure, and train anti-racism, empathy and compassion. Collaborative research on modern protest environments, including video surveys and survey outcomes evaluation.

- Development and curation of Protest timeline as living archive of the specific start-to-finish collaborative research and design process proctored by the Protest Team.

Resident Pioneer + World Archivist

2020

AFTERVILLE 2028

Under the guidance of the Arthur C. Clarke Center for the Human Imagination, and in collaboration with the Annenberg School at USC and Origami Air, world build VR community pioneer for "the Afterville Development: Life after the Lock down." Exploring the extremes of the Recovery from the Great Pause of 2020, ten Pioneers evolve a virtual space into a complex, immersive, and community-based experience. Utilization of open access software to design, implement and curate

Afterville 2028 living archive timeline tracking both world build process and world build final creative outcomes lending themselves to the pioneer narrative of Afterville 2028.

- Research on world build participants, directors, producers, and advisors, as well as world build location, history and futures; and creating access of same via workflow softwares
- Leadership and collective decision making for inclusive community build

Pigeon Hole Productions

Researcher, Creator, World Archivist, Digital Asset Manager + Curator

FUTURE OF WORK: LOS ANGELES 2037

2017

Working closely with the world build and research team, conducted research for the future of work in Los Angeles in 2037; Created and curated FoW: LA living archives (process + outcomes), each offering event experiences of both primary and secondary source materials, including world building tools, video, audio, and image files, lending themselves to the narrative of the Future of Work: Los Angeles; Production of creative outcomes; Conducted archival processing of both physical and digital assets (Digital Asset Management).

- Research on world build participants, directors, producers, and collaborators, as well as world build location and history, and creating access of same via workflow softwares
- Designed, implemented and curated world build living archive timeline tracking both the process of the world build and world build final outcome utilizing open access softwares
- Participation in research team bi-weekly research review streamcast
- Production of individual LA traffic (time lapse video) outcomes
- Archival processing of physical and digital material outcomes via central server for access and retrieval