

Certified archivist and library professional with experience in public services, archival processing, and finding aid development in academic, special, and governmental libraries.

EXPERIENCE

April 2024 – Present

Librarian, OHIO ENVIRONMENTAL PROTECTION AGENCY (KHI CONTRACTOR)

- Performing original cataloging for organization materials
- Developing processes and standards to complete the backfile project (EX: processes/standards for preparing documents to be scanned, monitoring size and quality of scans, learning the nuances of each division within the OEPA to catalog according to retention schedule and confidentiality status, etc.)
- Scanning materials to build a digital repository and uploading them into OnBase (Unity Client) to be indexed and made available internally and to the public.
- Assisting library interns as needed

July 2022 – April 2024

Library Assistant IV, CASE WESTERN RESERVE UNIVERSITY

- Support KSL Special Collections through completion of need-based projects.
- Manager of Kelvin Smith Library's Alumni Services program
- Planned and implemented a team documentation project to standardize all documentation and organize it in one central location.
- Report and analyze library circulation data.
- Provide general & directional reference to patrons on KSL services, material, & policies.
- Oversee circulation activities, particularly for evening and weekend services.
- Managed all aspects of supervising student assistants, including hiring, training, program planning, and day-to-day management.

January 2018 – June 2022

Archives Assistant, URSULINE SISTERS OF CLEVELAND

- Processed, appraised, and repaired documents, photographs, and textiles
- Created finding aids for collections
- Assisted researchers in finding and utilizing relevant materials
- Developed a plan to build an archive based on current archival standards
- Prepared to move archival materials to both a new location and off-site storage

June 2016 – December 2016

Library and Archive Intern, SHAKER HISTORICAL SOCIETY

- Indexed & created a finding aid for architecture-related files in their archival collection
- Helped with various events and fundraisers, such as the Garden Tour event
- Assisted visitors in both the archive and museum

EDUCATION

Anticipated Completion May 2029

Master Of Arts in History, CASE WESTERN RESERVE UNIVERSITY

December 2020

Master Of Library & Information Science, KENT STATE UNIVERSITY

- **Relevant Courses:** Audiovisual Archiving, Digital Curation, Digital Preservation, and Archival Description.
- **Relevant Coursework:** Created a DSpace virtual exhibit with classmates, drafted both an appraisal and accessibility policies for the exhibit, and completed a preservation assessment of a collection within a local archive.

May 2018

Bachelor of Arts in Historic Preservation & Bachelor of Arts in Visual Communication Design URSULINE COLLEGE

SKILLS

- MARC, EAD, and DACS
- Customer Service
- Sierra (ILS), Illiad, Sirsi Workflows
- Springshare
- Team Training and Development
- Oxygen XML Editor
- Qualtrics
- Unity Client

PROFESSIONAL ENGAGEMENT AND SERVICE

- **Academy of Certified Archivists member**, June 2023 - present
- **Society of American Archivists member**, January 2023 - present
- **Society of Ohio Archivists member**, January 2024 - present
- **Diversity Committee**, CWRU, April 2023 – April 2024
- **Staff Engagement Planning Committee**, CWRU, July 2023 – April 2024
- **Disaster Planning Sub-Committee member**, CWRU, January 2023 – April 2024
- **Ohio Library Support Staff Institute conference**, July 2023
- **Research and Engagement Librarian Search Committee**, CWRU, May – Aug. 2023
- **Library Assistant IV Student Supervisor Search Committee**, CWRU, Jan. – Mar., 2023
- **Describing Archives: A Content Standard (DACS) course**, SAA, Jan. 2023
- **International Federation of Library Associations and Institutions**, Jan. 2023 – Jan. 2024
- **Advanced Book Repair**, OhioNet, May 2019
- **Equity in Action: Taking Your Diversity Initiatives to the Next Level**, October 2019

LEADERSHIP

- **Supervisory certificate**, CWRU, March 2024
- **Gender Equity Training**, CWRU, Oct. 2023
- **Trans Allyship Training**, CWRU, Nov. 2022
- **Interrupting Unconscious Bias in the Hiring Process Workshop**, CWRU, November 2022
- **Pronoun Workshop**, CWRU, Oct. 2022
- **Safe Zone Friend**, CWRU, Sept. 2022
- **T.H.I.N.K. Suicide Prevention Training**, CWRU, Sept. 2022
- **Diversity 360**, CWRU, Aug. 2022