

Experienced library professional and certified archivist with experience in public services, archival processing, and digitization in academic, special, and governmental libraries.

EXPERIENCE

July 2026 – Present

Digital and Processing Archivist, WOMEN RELIGIOUS ARCHIVES COLLABORATIVE

- Processing archival collections for religious women's congregations and monasteries in my region
- Developing policies and standards for both collection development and use
- Creating the framework for our (under development) digital archive
- Assisting with the curation of the exhibit space
- Overseeing interns as needed
- Assisting in the planning of the archive space as our research center is completed

April 2024 – July 2026

Librarian, OHIO ENVIRONMENTAL PROTECTION AGENCY (KHI CONTRACTOR)

- Performed original cataloging for organization materials
- Developed 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.)
- Digitized materials to build a digital repository and uploading them into OnBase (Unity Client) to be indexed and made available internally and to the public.
- Assisted in developing and implementing library intern training

July 2022 – April 2024

Library Assistant IV, CASE WESTERN RESERVE UNIVERSITY

- Supported KSL Special Collections through completion of need-based projects.
- Managed 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.
- Reported and analyzed library circulation data in assigned areas.
- Provided basic reference to patrons on KSL services, material, & policies.
- Oversaw 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

Archive Assistant, URSULINE SISTERS OF CLEVELAND

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

EDUCATION

Anticipated Completion May 2028

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

- ArchiveSpace
- Aeon
- MARC, EAD, and DACS
- Sierra (ILS), Illiad, Sirsi Workflows
- Springshare
- Team Training and Development
- Oxygen XML Editor
- 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