

## Education

Master of Library and Information Science, Archives Management  
Simmons College, 2012

Bachelor of Arts, English  
University of Florida, 2005

## Experience

Lead Consultant, Instructor, 2019 - present  
Myriad Consulting

Consultant, 2019 - present  
Preserve South, Atlanta, GA

Senior Preservation Specialist, 2017 - 2019  
Interim Director of Preservation Services, 2017  
Preservation Specialist, 2013 - 2017  
Northeast Document Conservation Center (NEDCC), Andover, MA

### *Department Leadership, Funding, & Budgeting*

- Led the search process and selected two new Preservation Specialists, assisted in the search process for a new Director of Preservation Services while leading the department as Interim Director, continue to train and mentor all new staff members
- Developed budgets for internal project grants, assisted with program design and grant application drafting and editing which helped secure over \$500,000 in funding
- Work with dozens of clients to develop project budgets that meet client goals and funding eligibility requirements

### *Project Management*

- Performing Arts Readiness/dPlan Software: Work as a co-manager with our partner, SouthArts, to produce an RFP, select a software developer, and lead user-centered design and build phases to produce an redesigned web-based disaster planning software application
- Digital Assessment Training: manage a core team from two organizations to develop an assessment framework, supervise 20 different consultants through three rounds of assessments, develop curricula for six training workshops, and facilitate a series of task force meetings, as well as a one day Symposium
- Fundamentals of AV Preservation: Supervise the development of a new textbook written collaboratively with AV Preserve, a six week curriculum, and its facilitation by NEDCC preservation specialists
- Association of Moving Image Archivists Online Continuing Education Series: manage curriculum development, identification and coaching of instructors, and evaluation and financial reporting

### *Outreach & Education*

- Foster organizational collaborations for NEDCC and clients while promoting our programs at regional and national conferences
- Develop and facilitate over 20 in-person trainings and over 55 web trainings
- Assist in the planning and execution of five annual Digital Directions Conferences, NEDCC's digital stewardship training conference, and provide training as part of the faculty
- Developed, administered, and presented initial findings from a nationwide survey of digital preservation practices in small, local history institutions

### *Consulting*

- Performed over 20 General Preservation Assessments and 6 Digital Preservation Assessments for small and medium sized organizations
- Trained and supervised five new Preservation Specialists in performing over 12 General or Digital Preservation Assessments

- Expand NEDCC's consulting services by developing a preservation assessment for family collections, environmental monitoring, and renovation consultation
- Field hundreds of preservation inquiries through "Ask NEDCC" email and phone reference and the 24-hour Collections Emergency Hotline

Executive Board Member, 2010 - 2016

Jamaica Plain Tuesday Club (JPTC), Jamaica Plain, MA

- Coordinated the digitization and aggregation of the JPTC's archives into the Digital Commonwealth
- Led the first branding project for the organization by engaging professional design services and stewarding the project with all stakeholder groups
- Developed and executed numerous successful event series that benefit the JP neighborhood, including a 16 week long annual Farmers' Market series, collaborative fundraising events, and community engagement events for children and families

Development Operations Association, 2011 - 2013

Brookline Community Mental Health Center

- Updated and maintained donor database, created and presented reports to VP of Development and board members to support a million dollar per year fundraising program
- Assisted in the planning and execution of two annual fundraising galas that each raised over \$250,000
- Worked with a high-profile donor constituency and board membership to support meaningful engagement with the work of the clinic and its programs

Archives Technician, 2011

Yellowstone Combined Archives

## **Service**

American Library Association (ALA)

*Preservation Outreach Committee Co-Chair, 2016 - Present*

- Lead a committee charged with facilitating two annual large scale events: Preservation Week and Preservation in Action, an annual service project during the ALA Annual Conference
- Plan annual Preservation in Action event, including coordination with local site staff, sponsors, ALA logistics team, and volunteers, since 2016

*Digital preservation Interest Group Chair, 2014 - 2015*

*Banks Harris Jury Member, 2018*

Society of American Archivists (SAA)

*Preservation Section Vice-Chair/Chair, 2015 - 2018*

*Preservation Publication Award Committee Member, 2016*

New England Archivists (NEA)

*Program Committee Member*

Preservation and Archiving Special Interest Group (PASIG)

*Conference Program Committee Member, 2018 - 2019*

- Work with committee to plan, determine theme, and recruit presenters for the annual conference

Coordinated Statewide Emergency Preparedness Massachusetts (COSTEP MA)

*Executive Committee Member, 2013 - 2017*

- Assisted in planning quarterly membership meetings for Massachusetts institutions
- Facilitated a membership focused strategic planning process which led to organizational restructuring

## **Conference Presentations**

Preservation & Digital Preservation: The Basics  
NH Library Association, Whitefield, NH, 2014

JPTC <3 DPLA  
PASIG Conference, San Diego, 2015

Letting Somebody Else Do It  
American Library Association Annual Conference, San Francisco, 2015

Concepts in Digital Preservation, Selection for Digitization  
Digital Directions, Raleigh, NC, 2015

5 Things I've Learned Teaching Personal Digital Archiving  
Personal Digital Archiving, Ann Arbor, MI, 2016

Digi/Pres Forum  
With Terrance D'Ambrosio  
Digital Commonwealth Meeting, Mount Holyoke, 2016

Concepts in Digital Preservation, Funding for Digital Projects  
Digital Directions, Denver, CO, 2016

Digital Activities and Preservation Trends: an NEDCC Survey  
PASIG, New York City, 2016

Concepts in Digital Preservation, Selection for Digitization  
Digital Directions, Seattle, WA 2017

Collections Care: Know More, Do Less  
ATALM, Santa Ana Pueblo, NM, 2017

Writing and Managing Grants  
With Julie Martin  
ATALM, Santa Ana Pueblo, NM, 2017

Digital Assessment Training Project Update  
ALA, PAIG New Orleans, 2018

Selection for Digitization  
Digital Directions, Atlanta, GA 2018

Introduction to Emergency Preparedness  
Association of Performing Arts Professionals, New York City, 2019

Survey of Digital Preservation Education  
Digital Assessment Training Project Update  
PASIG, Mexico City, 2019

## **Workshops**

Emergency Preparedness  
Hillstown Co-op, Hillstown, NH  
11/1/2013

Preserving Family Collections  
Nashua Public Library, Nashua, NH  
3/30/2014

Preserving Family Collections  
Franklin Public Library Genealogy Club, Franklin, MA  
10/29/2015

Preserving Family Collections  
Newburyport Kinship Society, Newburyport, MA  
8/13/2016

Concepts in Digital Preservation  
VT League of Local Societies and Museums, Bennington, VT  
10/15/2016

Disaster Planning  
NH Archives Group, Lee, NH  
5/24/2017

Preserving Paper-Based Collections  
NH Historical Society, Concord, NH  
6/24/2014

Preserving Parish Records  
Parish Historians Society, Episcopal Diocese of MA, Marblehead, MA  
5/10/2014

Digitizing Historic Collections  
With David Joyall  
RI Office of Library Information Services, Cranston, RI  
10/29/2014

Boxes within Boxes: Managing Collections and Historic Properties  
With Jonny Holdsworth  
Loring-Greenough House, Boston, MA  
5/29/2015

Preserving Media Collections: Photographs and AV Materials  
Eastern Shore Regional Libraries, Stevensville, MD  
4/20/2015

Preservation Planning  
Eastern Shore Regional Libraries, Stevensville, MD  
10/6/2015

Fundamentals of Audiovisual Preservation  
Orange County Regional History Center, Orlando, FL  
6/20/2016

Preserving Paper-Based Collections  
NH Historical Society, Concord, NH  
1/28/2017

Boxes within Boxes: Managing Collections and Historic Properties  
With Rebecca Krieger  
Providence Athenaeum, Providence, RI  
6/15/2017

Preservation Management and Collections Care  
South Dakota State University, Billings, MT  
6/28 - 6/29/2018

Preservation Management and Collections Care  
Alabama State Archives, Montgomery, AL  
1/29 - 1/30/2019

Digital Preservation Peer Assessment  
El Colegio de México, Biblioteca Daniel Cosío Villegas, Mexico City  
2/15/2019

**Online courses:**

Preservation 101  
NEDCC  
Supervised the re-development of the 10 week course, instructed the 10 week course in 2013 and 2017, supervised the instruction of the course in 2017 and 2018.

Fundamentals of Audiovisual Preservation  
Developed the 6 week course curriculum using existing textbook and supplemental materials, including class instruction, activities, and final assignment. Supervised instruction of the course in 2018

Writing a Disaster Plan  
Developed and Instructed the 4 week course in 2016

**Webinars**

Assessing your Digital Preservation Readiness  
NEDCC  
10/20/2015  
4/11/2017

Caring for Framed Collections  
NEDCC  
12/7/2016

Caring for Scrapbooks  
NEDCC  
5/23/2017  
8/21/2018

Collections Security  
NEDCC  
5/17/2016  
1/30/2018

Creating Access to Your Collections  
NEDCC  
2/19/2015

Creating Scrapbooks that Last  
NEDCC  
5/1/2015

Creating Useful Digital Objects  
NEDCC  
12/8/2015  
5/16/2017

Concepts in Audiovisual Preservation  
Northeast Florida Library Information Network (NEFLIN)  
10/10/2018

Concepts in Digital Preservation  
NEDCC  
5/19/2015  
5/4/2016

Coping with Pests and Mold  
NEDCC  
5/9/2017  
4/12/2018

Deciding to Digitize  
NEDCC  
12/9/2014  
1/17/2017

The Digital Collection Assessment  
NEDCC  
12/13/2018

Disaster Planning  
NEDCC  
9/17/2013  
4/7/2015

Environmental Monitoring  
NEDCC  
4/12/2016  
3/15/2017

Exhibiting Historic Collections  
Northeast Florida Library Information Network (NEFLIN)  
8/29/2018

Improving Your Environment  
NEDCC  
4/11/2018

Introduction to Digitization Standards  
NEDCC  
10/12/2016

Introduction to VRACore  
NEDCC  
10/30/2013

Introduction to Digital Imaging  
NEDCC  
4/1/2015

Introduction to dPlan  
NEDCC  
3/11/2014

Moving and Renovation: Collections Care

NEDCC

3/22/2016

3/28/2017

Planning Digital Projects

NEDCC

11/21/2013

11/19/2015

Preserving Your Digital Life

NEDCC

1/8/2014

11/5/2014

Risk Assessment for Performing Arts Organizations

Performing Arts Readiness, LYRASIS

12/6/17, 3/2018/ 5/15/18

9/22/2017

Understanding Your Collections Environment

NEDCC

4/10/2018

Writing a Preservation Plan

NEDCC

4/27/2017

Writing Your Preservation Assistance Grant

NEDCC

2/25/2014

2/23/2015

2/25/2015

3/1/2017

3/17/2017