

PROFESSIONAL SUMMARY

Resourceful digital processing archivist with experience arranging, describing, and providing seamless access to digital archival collections. Skilled in metadata encoding, descriptive standards, and digital intake procedures. Excels at harmonizing user needs with system capabilities to streamline archival workflows, reduce backlog, and enrich institutional discovery environments.

EDUCATION

BA in History and Archives Certificate

DePaul University | Chicago, IL | 2016

Certifications

- Digital Archives Specialist (DAS), SAA – In Progress
- Introduction to Archival Arrangement & Description (SAA) – 2020

SKILLS

- Archival processing Expert
- Metadata encoding (EAD, MODS) Expert
- ArchivesSpace, CONTENTdm, AtoM Expert
- Digital intake and accessioning Expert
- Description guidelines (DACS, RDA) Expert
- File naming conventions Expert
- Controlled vocabularies (LCSH, AAT) Expert
- Access and discovery platforms Expert
- Authority records creation Expert
- Documentation and finding aids Expert

EXPERIENCE

Digital Processing Archivist

Chicago History Museum – Research Center / Chicago, IL

- Lead the processing of complex born-digital accessions, including institutional reports, oral histories, and community archives, using ArchivesSpace and DACS-compliant templates.
- Develop enhanced metadata protocols for hybrid digital collections, enabling improved search functionality across public access platforms and internal discovery layers.
- Collaborate with curators, IT personnel, and community stakeholders to standardize content structure and naming conventions for ingest-ready collections.
- Manage backlog reduction initiatives that decrease unprocessed digital items by over 45% through the implementation of batch processing and metadata normalization scripts.

2017 - 2019

Processing Assistant

University of Illinois at Chicago – Special Collections / Chicago, IL

- Prepared and described over 1,000 digital items across photograph archives, oral histories, and institutional documents using AtoM and EAD/XML.
- Reorganized directory structures and applied updated metadata crosswalks to improve legacy collection findability and metadata consistency.
- Participated in pilot testing of discovery interface improvements, offering archivist feedback to enhance UX and metadata display for end users.
- Contributed to staff knowledge base by documenting troubleshooting steps and process variations encountered during digital arrangement.

ADDITIONAL INFORMATION

Metadata editor and contributor to the DPLA Midwest Hub's digital archive expansion project.