**EXPERIENCE**

**Data Services Librarian**

Indiana University Indianapolis **January 2025-Present**

* Support researchers throughout the research lifecycle by enhancing existing services to include data information literacy instruction and the integration of computational tools and methods.
* Collaborate to develop strategies for effective research data management and sharing, fostering open access and long-term success to help researchers navigate evolving funder policies and research practices.

**Public Programs Coordinator**

Indianapolis Museum of Art at Newfields **August 2024-December2024**

* Collaborate with internal departments and external partners to plan and execute diverse programs, including Free First Thursdays and community festivals.
* Manage program logistics, including deadlines, marketing, ticket requests, and volunteer coordination, to ensure seamless event execution.
* Track and manage program budgets, processing requisitions, purchase orders, and invoicing in alignment with institutional financial protocols.
* Support event facilitation through on-site staffing and day-of coordination to ensure a positive attendee experience.
* Demonstrate strong interpersonal skills by drafting internal correspondence and program copy for Newfields’ publications and marketing channels.

**Digitization and Metadata Specialist**

Indianapolis Museum of Art at Newfields **November 2022-August 2024**

* Led the digitization and metadata creation for over 11,000 archival materials, enhancing public access through an online collections portal.
* Developed and implemented quality control procedures for digital image content, metadata, and asset properties to ensure consistency and accuracy.
* Standardized taxonomy hierarchy and metadata frameworks, optimizing searchability and ensuring compliance with usage rights.
* Successfully managed, approved, and organized over 8,000 assets within the first year, including detailed review of rights-managed assets tailored to specific use cases.

**Guest Experience Associate**

Indianapolis Museum of Art at Newfields **May 2021-November 2021; August 2022-November 2022**

* Delivered exceptional customer service to guests, ensuring a warm and welcoming atmosphere during high-volume events and exhibitions.
* Assisted guests with inquiries related to programs, exhibitions, events, policies, and membership options, promoting engagement with Newfields’ offerings.
* Utilized the on-site ticketing system to manage ticket sales, resolve guest issues, and provide seamless service both in person and over the phone.
* Demonstrated flexibility by effectively working in multiple roles and locations across the Newfields campus, adapting to different team needs.
* Served as an ambassador for Newfields by engaging guests and providing knowledgeable insights to enhance their experience and inspire future visits.

**Volunteer with** **Eiteljorg Museum of Native and Western Art** helping with exhibit deinstallation and fabricating custom housing for objects in storage.

**Collections and Repatriation Specialist**

FBI Art Crime Team **February 2021–May 2022**

* Prepared and maintained intellectual control over a collection of 7,000+ ethnographic and archaeological artifacts, including human remains, for secure storage, consultation, and repatriation to source communities.
* Conducted in-depth provenance research to trace the origin and history of artifacts, ensuring ethical stewardship and accurate recordkeeping.
* Led and mentored a team of 10+ graduate and undergraduate students in tasks such as environmental monitoring, object handling, cataloging, database management, and research.
* Managed onsite storage facilities, overseeing security, access, environmental conditions, pest management, and safety protocols to safeguard the collection.

**Collections Fellow**

Indianapolis Motor Speedway Museum **August 2021–May 2022**

* Accessioned 700+ objects into the museum’s permanent collection, including creating records within PastPerfect, numbering, photographing, and creating housing for a variety of archival materials and objects.
* Photographed objects including textiles, trophies, scrapbooks, and larger archival materials to attach to the entry in PastPerfect, replacing older photographs with updated ones utilizing our new photography station.
* Assisted the Collections Manager in processing incoming and outgoing loans as well as donations including all legal and insurance documents.
* Created custom clamshell boxes for books in need of repair from the museum’s library.
* Increased knowledge in preservation of metal objects by polishing and updating catalog entries for various trophies, including the Wheeler-Schebler and Borg-Warner trophies.
* Edited label copy for and assisted in installation of Traditions, InFocus, and Roadsters to Records exhibits.

**Community Engaged Associate for Dr. Holly Cusack-McVeigh**

Indiana University - Indianapolis **August 2021-May 2022**

* Prepared and supervised eight hands-on collections labs for both Collections Care and Management and Preventive Conservation courses including teaching objects handling and box making skills and textile padded hanger construction.
* Facilitated lectures, including virtual lectures via Zoom with guest speakers from around the globe.
* Prepared handouts, lab materials, lecture PowerPoint presentations, and other necessary materials prior to each class; created and managed supply budgets for two courses.
* Served as a mentor to students, providing additional clarification and assistance to students whenever needed.

**Compliance Officer**

Indiana Professional Licensing Agency **January 2019-July 2020**

* Monitored and managed cases of nurses on probation or suspension, ensuring compliance with board-ordered disciplinary actions.
* Maintained meticulous records of required documentation, providing timely updates and reports to the Nursing Board and Attorney General for case reviews.
* Compiled comprehensive case files for board meetings, facilitating informed decision-making by board members and legal representatives.
* Ensured strict adherence to regulatory standards and timelines, proactively following up on outstanding documentation and compliance requirements.

**Natural History and Cultural Collections Intern**

Indiana State Museum **July 2018-December 2018**

* Reorganized Documents and Manuscripts Collection including inventory development and consolidation, and rehousing 2,000+ artifacts; this project helped the Museum prepare for reaccreditation through the American Alliance of Museums prior to the AAM evaluator site visit.
* Cataloged and digitized collection of 150+ glass-plate negatives using MIMSY XG.
* Increased skills for proper handling and storage techniques for natural and cultural history artifacts.
* Installed selection of Felrath Hines’ paintings for a corporate event.
* Assisted with Hoosier Salon art exhibition de-installation, wrapped and transported paintings throughout the building.

**Gallery Assistant**

Herron Galleries **June 2016-May 2018**

* Served as the first point of contact for artists, faculty, students, and gallery visitors, greeting and providing gallery and exhibit information for the three galleries, each having between four to five exhibits per year.
* Assisted with packing, handling, releasing, and receiving artworks and preparing gallery spaces for new exhibitions.
* Installed works of art in collaboration with artists and exhibition designers as well as properly labeling and lighting artworks.
* Created an inventory of Herron’s collection of prints thereby increasing the intellectual control over the collection.

**SKILLS**

* CMS and DAMs asset management
* Metadata and taxonomy: Dublin Core, MODS, MADS, VRA Core
* Digital archiving
* CSV/XML file management
* MS Office Suite, Adobe Creative Cloud, and OpenRefine
* Project Management
* Preservation techniques for numerous materials
* Provenance research including NAGPRA
* Preparation for shipment of art or artifacts, including international
* Exhibit installation and and art/artifact handling

**EDUCATION**

**Master of Arts in Museum Studies,** Indiana University

Focus on Collections and Curation

Coursework in Collections, Preventive Conservation, Exhibits, Indigenous Studies and Curation Indianapolis, IN

**Bachelor of Arts in Art History,** Indiana University

Minor in German Indianapolis, IN

**Restoration and Analysis of Archeological Ceramics,** San Gemini Preservation Studies San Gemini, Italy

**ACHIEVEMENTS AND PROFESSIONAL PROJECTS**

* SEI Workshop, Summer 2023; topics in copyright & IP, inclusive metadata, digital preservation, and DAMs.
* Awarded Outstanding Graduate Student for Museum Studies Program, 2022
* Co-author “Hidden Health Hazards: Toxins in Museum Collections”, Collections Research Poster for ISEE 33rd International Annual Conference of the Society for Environmental Epidemiology, School of Public Health, New York and Columbia University Mailman School of Public Health, August 2021

**PROFESSIONAL ORGANIZATIONS**

* American Alliance of Museums
* Museum Computer Network

**PERSONAL**

* Fiber Artist
* Amateur ceramicist
* Plant collector, specializing in orchids
* Animal enthusiast