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Summary of Qualifications:

- Information analyst with unique combination of knowledge and skills in working with a variety of data formats and types throughout the lifecycle of the digital resource from creation, retrieval and re-use, to intermediary and archival storage.
- Over 15 years of experience working as a liaison between data creators and data managers defining, designing, developing and documenting user needs, metadata input / management tools, and archiving requirements.
- Metadata subject expertise in digital library, geospatial, government document, social science data sets, and preservation and archiving arenas.
- Experience working with GIS software (ArcGIS and GeoMedia Pro), XML (various tools for editing, schema development, XSLT and XHTML creation), data visualization tools (Adobe Acrobat and Illustrator), SQL, and MS Office applications (MS Word, Powerpoint, Excel, Access, Visio).

Pertinent Experience:

Principal Owner, **Knowledge Motifs LLC,** 2009 – present.
As principal owner of a jointly owned small business, Knowledge Motifs LLC provides quality consulting services to educational, legal, governmental, and business enterprises needing assistance in creating, managing, and preserving data and metadata stores of and for their organizations. The company founders are veterans in the information management arena and offer strategy consulting, content analysis, research support, and training services. Current clients include the Association of Research Libraries, Metaweb/Freebase, and the ESIP Federation.

Metadata Coordinator, **Stanford University Libraries**, 2000 – 2009.

- Established common, but customizable metadata requirements for digital resource use within search and delivery, preservation, and digital asset management systems by analyzing Stanford Libraries' image, full text, audio and video collections, and geospatial and social science data sets.
- Designed, created and developed supporting schemas, established functional specifications, and defined data structures for tools, modules and services associated with the Stanford Digital Repository (SDR) and the Digital Library Stacks. In production since 2006, the SDR had ingested approximately 65 terabytes by late 2009.
- Served as a key resource to the Digital Library Systems and Services department by identifying requirements, strategies, tools, processes and procedures for metadata creation, capture, quality assurance and enhancement for all incoming Digital Production Group collections, as well as for traditional library and course related systems and services.
- Supervised the work of hourly and permanent full-time metadata support staff.
- Conducted research and trials to determine the most effective software tools related to metadata as the field changed.
- Provided metadata subject matter expertise to the Stanford Libraries, Stanford Academic Services and the national and international metadata community by tracking and contributing to national and international information standards development committees, technical boards, and advisory groups.

Technical Services Librarian, **University Of San Francisco Law School Library**, 1993 – 2000.

- Managed technical library operations including collection development, acquisitions, serials control, cataloging and database maintenance activities, binding and processing, and technology support for the automated information systems and services of the Law Library. Provided legal reference and government documents reference services. Supervised professional and paraprofessional staff.

Technical Services Librarian, **Golden Gate University Law Library**, San Francisco, CA, 1991 – 1993.

- Managed the acquisitions, serials control, cataloging, retrospective conversion, binding and processing activities, stack maintenance, and planning for automation of library processing including staff. Provided government documents and legal reference services. Administered technical aspects of law library's local area network.
- For 9 month period, served as Acting Director. Participated in hiring permanent director.

Government Documents / Media Librarian, **Golden Gate University Law Library**, 1990 – 1991.

- Managed the Law Library's participation in the Federal Government Documents and California State Documents programs, including selection of resources, supervision of processing, and reporting,. Provided legal reference services and government documents cataloging.
- Assisted university and law faculty and students, and members of the public interested in using government documents for classroom teaching and for research.

Asst to Director of Instructional and Research Services, **Stanford University Libraries**, 1988 – 1990.

- Awarded an internship position responsible for contributing to the planning and operation of public services division of the Stanford University Libraries. Included stints of duty as reference librarian in government documents library and data and information services librarian whose responsibility was to coordinate computer search services for faculty from thirteen branch libraries.

Manager, Student & Faculty Support Computer Lab, **University of Washington School of Library & Info Science**, 1987 – 1988.

- Awarded graduate student position to manage the student run instructional support computer lab that provided assistance to faculty assigning and students completing required and elective computer courses.
- Provided instruction in downloading and use of US Census Bureau's TIGER files and importing numeric data into SAS and SPSS applications.

Additional Accomplishments:

- Participate in national and international metadata standards and best practice development from 2001 – present. Specifics provided upon request.
- Authored, co-authored, presented and co-presented on metadata practice and standards to various groups including the Digital Library Federation, Library of Congress and National Science Foundation venues, and Federation of Earth Sciences Information Partners, 1989 – present. Specifics provided upon request.

Education:

- Foothill College, Los Altos Hills, CA, **GIS Certificate**, expected December 2010.
- University of Washington, Seattle WA, **Master of Library & Information Science**.
- Stanford University Interdisciplinary Programs in Social Theory, **BA *with distinction***.