

## **PROFESSIONAL EXPERIENCE**

### **Document Control Professional, WorleyParsons (legacy CH2M Hill, Alaska and Jacobs)**

**October 2014 – Current**

Embedded with Alaska Gasline Development Corporation (AGDC) for their two natural gas pipeline projects, Alaska Stand Alone Pipeline (ASAP) and Alaska LNG.

- Active role in the establishment of an enterprise content management system (ECMS) (Documentum - Capital Projects Express, Supplier Exchange, and SharePoint) for the receipt, distribution, and review of internal and contractor content. AGDC's ECMS included development, implementation, and ongoing training on all project systems, policies, and procedures.
- Developed training, including guides for all levels of users across AGDC according to functional team and/or security access. Includes remote contractors and staff via online meeting software on an as-needed basis.
- With Systems Administrator, established Content Management policies and procedures to govern and maintain tools for both projects, scalable from Projects to Operations including document numbering and its applicable filing structure, standardization of metadata, file and document naming conventions, processes such as Requests for Information (RFI), transmittals, and content handover.
- Managed agency comment response process for AGDC's Alaska LNG federal permit application, included 3k(+) unique comments across a 60k page set of documents in April 2017. Managed initial supplement comment response process from application through end of 2017. Continue to participate in the matured process on an on-going basis including communication of supplemental filings to FERC, tracking, and managing that delivered content. Monitoring and tracking all docket filings within SharePoint for easier search.
- Developed and administered Supplier Exchange (EMC/OpenText) as the transmittal and review tool for tracking, managing change, and approval of all FERC application comments and other regulatory deliverables.
- With Systems Administrator, created and managed regulatory task management tools (Office365 InfoPath) to track issue and expiry due dates against permit compliance requirements.
- With Systems Administrator, created and managed two review tools for the FERC Draft Environmental Impact Statement (DEIS) – one for state agencies and one for internal corporation use.
- Directed the creation of then ensured correct usage of content templates, standards, branding, and security classifications were being used according to project and/or agency requirements.
- Monthly and week reporting of status updates on current Content Management projects with ongoing focus on how standardizations and training adds value and efficiencies for user needs per tool, system, or content access.
- Day-to-day support of all functional teams for content management needs including but not limited to light technical editing, content version control, document numbers, transmittals including general correspondence, and content search requests.
- Receive and Quality check contractor as well as internal content for adherence to AGDC template and branding standards, File content in ECMS, and Distribute content as applicable in a timely manner.

### **Assistant, Carr-Gottstein Properties February 2014 – October 2014**

- Convert physical files to digital. Vet document management systems (Mfiles vs SharePoint). Ensure the timely receipt and processing of documents. Assist in the searching and retrieval of information, maintain naming conventions at folder and file levels. Ensure that corporation content was securely stored using appropriate location and security permissions. Manage conversion of oversize items such as maps and architectural drawings. Research and manage archiving company's founder scrapbooks, articles, ads and ephemera.
- Research company art collection. Track auction sales and report findings.
- Research real estate and other company interests such as oil & gas development; tree nut exports, use, trade and production; and legal document templates.
- General office duties including correspondence, filing, technical writing, research, development of visual materials for proposals, RFPs, Wordpress website and presentations.

### **Consultant, TEAM Industrial Services Sept. 27 - October 10, 2013**

- Assist in the successful production of a time-sensitive RFP response document for Inspection Services on the Alyeska Pipeline. Work included compiling documents, writing reports, editing, formatting, document capture, etc. in adherence to RFP guidelines, communication, and document distribution control during project.

## **Intern**

Internships occurred at various times between May 2012- August 2013

### **The Frick Collection Art Library**

- Assist Library staff in patron services survey and outreach. Researched and wrote NYARC.org article: Following Art through Guidebooks, and More.

### **Barnard College**

- Corrected historic catalog zine records, using Access database and Voyager. (Spring 2013 as intern, then as paid contractor during 2015 under Assistant Director, Jenna Freedman).
- Minor walk-in assistance as well as by post for prisoners using Zine collection.
- Curate and install exhibit, "ReVision: Zines and Collage", included writing support documents and web-based exhibit publication (May 2013).

### **American Folk Art Museum**

- Assist Publications Dept. in analyzing collection citations by comparing entries from different systems, editing them per guidelines, and delivering completed sets electronically. January to June 2013 (under Tanya Heinrich).
- Per institution standards, entering and correcting acquisition records metadata using The Museum System (a document management system). This project required comparative analysis and quality control of multiple documents and images. August –December 2012 (under Courtney Wagner).

### **Technical Services Assistant, Pratt Institute Library September 2011- May 2013**

- For the Brooklyn Pratt Library, catalog record maintenance and check-in of serials collection and theses; inventory of branch collection serials; weeding; shelf moves; minor public services assistance. (May 2012-June 2013)
- For Dr. Joyce Polistena, graded midterms, final exams as well as class papers for undergraduate 19th and 20th century survey Art History classes. (Sept. 2011-May 2012).

### **Executive Assistant, North Pacific Research Board June 2010 – August 2011**

- Organizing Chair of the 2011 Alaska Marine Science Symposium (AMSS). Organizing Components included: planning event menus, audio/visual production and recording planning, production direction of all event publications, scheduling volunteers and general programming events. Coordination of and leading Committee Chairs and planning meetings. Liaising with event venues to maintain communication and adherence to safety and security with attention to those attendees having special needs. Designing, formatting and co-editing of Abstract book, updating web pages via Contribute (Adobe). Correspondence with attendees, speakers and sponsors. Budgeting within sponsorship funding parameters. Follow up planning meetings and survey to advance strategies for 2012 AMSS based on findings.
- Manage day-to-day office and Project Manager needs including support of NPRB publications database, file management, assist with regular project sub-award agreements, appendices, statement of work editing and correspondence, maintenance of office machine supplies, machinery contracts and service, liaise with building managers.
- Organize NPRB meetings, producing meeting binders, travel arrangements, menus, take extensive meeting notes then produce summarizations for reference, updating website as needed, researched materials as scientists and Project Managers requested, assist in updating SharePoint.

### **Administrative Assistant, Alaska Executive Search July 2009 – June 2010**

As assigned, Temporary Administrative and Executive Assistant duties

- Alaska Railroad, completion of seasonal permitting and contracts, support daily ship docking logs maintenance, general office duties such as phones, filing.
- Alaska Regional Hospital, transition Medical office from paper filing to digital including file management, naming structure and description, general office duties.

### **Film Director Assistant, Chicago Pacific Entertainment (Director: Andrew Davis, <http://www.chipac.com/>) July 2008 – June 2009**

- Manage Director's day to day: business correspondence, take and edit production notes, maintain business contacts database, manage Director's calendar, travel arrangements, office meetings, events and call.
- Beginning Production Development by reading scripts and books then delivering reports or coverage, researching source materials.

### **Office Manager, Temporary Reference Librarian, Intern, Digital Initiatives Technician University of Washington February 2006 – July 2008**

#### **Temporary Librarian, then Office Manager**

- History Day students from Seattle K-12 schools departmental liaison, creating and editing a bibliography of applicable resources from UW collection, teach rules of library, and follow up after visit.
- Providing reference service to all research levels of inquiry.
- Supervision of student workers (10-16) for public services such as copying orders, reception desk, division security, materials retrieval, shelf moves and maintenance.
- Writing of quarterly desk schedule for Division staff and student workers.

#### **Intern to Rare Book and Book Arts Curator**

- Assistant for exhibitions:  
"A Passion for Word & Image: Books by Enid Mark" (2007).  
"Capturing Color: The Don Guyot Decorated Paper Collection" (2006).

#### **Digital Initiatives Technician**

- Planning and implementing digital database: Decorated Papers.

- Developing, entering, and reviewing standardized metadata against national criteria as well as begin to build internal taxonomy.
- Correcting bank of images with basic editing software and Photoshop.
- In-depth research on history of decorative paper for metadata and support essays.