

WORK EXPERIENCE

DIGITAL ASSET MANAGER, New York, NY
INDIEBRIDE.COM

2010 – Present

- Proposed ResourceSpace as solution to the needs for an open source digital management option
- Reduced staff hours required to upload submitted images by creating client account partitions and assigning permissions
- Developed controlled vocabularies and configured accounts to automate assigned keywords into themes, allowing staff to browse submitted content by subject matter
- Liaising with over 200 photographers to acquire submissions of digital images
- Drafted terms of agreement for submission detailing the rights and usage on Indiebride.com

ARCHIVIST | GALLERY ASSISTANT, New York, NY

2008 – 2010

KLOMPCHING GALLERY, BRUCE SILVERSTEIN GALLERY, RENATE ALLER STUDIO

- Developed databases of museums, companies and clients for arts acquisitions proposals
- Instituted cataloging software for private library collection of over 1500 photographic publications, allowing books to be searched by artist or keyword and aiding in exhibition curation
- Drafted sales and consignment agreements for clients and institutions
- Managed artist's photographic collection spanning ten years of analog and digital photographs
- Automated image resizing workflow by creating Adobe Photoshop actions and droplets, eliminating hours of manual work
- Minimized file search time by restructuring electronic storage of working and final images

PROJECT COORDINATOR, New York, NY

2010 – Present

GRAPHIS INC.

- Created and continue to maintain project research binders aimed at increasing the company's efficiency and growing their business
- Provided a solution for digital archives project of 100+ publications (previously mismanaged and uncompleted for over 3 years) by sourcing 7 vendors, generating budget and project specifics reports to compare against samples
- Initiated listing on Dexigner.com which provides design related listings to over 21,000 followers
- Actively managing contacts list of over 26,000 international email addresses and working directly with IT team to ensure proper synchronicity between Constant Contact and the company's custom Content Management System
- Aiding in logistical development of user interface as it relates to the company's Content Management System, specifically e-commerce store purchases and international shipping to a constituent base of near 10,000 registrants

ASSISTANT PRODUCER, New York, NY

2010 – 2010

TANKINDUSTRIES

- Assisted principal producing a multi-platform project including print, animation and interactive media
- Sourced a talent pool of 200 contacts including illustrators and animation studios

INDEPENDENT CONTRACTOR, New York, NY

2008 – Present

NEW YORK PHOTO FESTIVAL, DALZELL PRODUCTIONS, PULSE NEW YORK CONTEMPORARY ART FESTIVAL

SKILLS/INTERESTS

- Copyright and Rights Management
- Photo, Artist and Project Research
- Contract drafting and revision
- Web/applications development including e-publications
- PC and Mac compatible
- Adobe Creative Suite
- CMS
- Artsystems
- HTML
- Quickbooks
- Canon photographic and scanning equipment
- Epson Scanning Equipment

EDUCATION

UNIVERSITY OF CENTRAL FLORIDA – Daytona Beach, FL, 2007

- Bachelor of Science; Photography