

EXPERIENCE

Digital Asset Management Intern, UN Photo Library

United Nations, New York, NY

October 2024 - February 2025

- Cataloged and captioned historical images digitized from the UN's legacy analog photography archive
- Facilitated visual media requests from UN member state organizations, such as the National Archives of Korea
- Collaborated with UN photography and news staff to develop an engaging photo essay for the UN Photo website
- Processed image records for verification within the digital asset management system (Orange Logic)
- Presented recommendations to the Media Resources Unit on workflow optimization, improving efficiency in media asset handling

Digital Collections and Circulation Graduate Assistant, Material Lab

Pratt Institute School of Design, Brooklyn, NY

February 2023 - October 2024

- Oversaw and organized a circulation library of materials for both students and faculty, increasing access to resources that align with class project goals
- Photographed, organized, and digitally archived a unique collection of physical design materials, composed of samples donated by Pratt professors, artisans, and global companies
- Created structured metadata in JSTOR Forum to enhance visibility and context for each sample, integrating authority-controlled vocabularies
- Trained new student staff on the material circulation system, MyTurn, and facilitated workshops on how to describe and catalog special collections
- Offered comprehensive introduction, instruction, and reference support for students, faculty, and visiting institutions discovering and utilizing the lab, fostering an engaging and supportive learning environment

Imaging and Archive Manager

Marianne Boesky Gallery, New York, NY

February 2018 - December 2022

- Managed the gallery's image and press clipping archive
- Coordinated photographers for inventory and exhibition documentation; processed photography invoices
- Photographed and edited images of inventory, exhibitions, and events, both in-house and on location
- Ingested, retouched, and archived gallery photography, ensuring versioning accuracy after conservation or framing
- Delegated tasks to an assistant archivist to optimize time management
- Defined workflows for processing and filing imagery on the gallery server and distributing assets to all stakeholders
- Designed exhibition previews and artist overviews, along with consistently refined style guides
- Updated and maintained the gallery's website and other listings with artist and exhibition information
- Managed rights and reproduction requests from art institutions and publishers, securing licensing permissions efficiently in direct communication with various artists, studios, and trusts/estates
- Assisted gallery directors with research, copy editing, and rights permissions for artist publications
- Managed and expanded the gallery's reference library and artist catalog inventory for clients

EDUCATION

Pratt Institute — Master of Library and Information Science
Advanced Certificate in Conservation and Digital Curation
2023 - 2024

Relevant coursework:

- Management of Archives and Special Collections
- Digital Preservation and Curation
- Visual Resources Management
- Metadata Design

SUNY Purchase — Bachelor of Arts in New Media
2009 - 2013

SKILLS

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| <ul style="list-style-type: none">• DSLR and mirrorless photography
(Professional artwork documentation, exhibitions, events, and programming)• Image editing/compositing (Photoshop)• Digital media curation/preservation• Metadata design and implementation | <ul style="list-style-type: none">• Adobe Creative Cloud (Photoshop, Lightroom, InDesign)• Content Management Systems (FileMaker Pro, Artlogic) | <ul style="list-style-type: none">• Digital Asset Management Systems (Orange Logic and Preservica)• Image Digitization (VueScan with Nikon and Epson scanners) |
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