

**INFORMATION SCIENTIST / PRODUCT SPECIALIST****Masters, Library & Information Science- University of Denver '22****B.A. ANTHROPOLOGY (ARCHAEOLOGY), DU- 2006**

Visual-thinking problem-solver with established ability to synthesize complex concepts, "messy data," and abstract information into coherent plans, applicable business rules, and big-picture strategies. Proven capacity to identify levers through data analysis and systems-focused thinking to deliver long-term solutions.

**RELEVANT SKILLS & EXPERIENCE****Information Architecture**

- Knowledge of best practices & innovative strategies for making data findable, accessible, relatable and relevant
  - Ability to establish the architecture/framework of a usable interface for facile discovery of relevant information
- UX & Design
  - Storyboarding/Site mockups/wireframes
    - Experienced with Axure, general quick study in software interfaces
  - Knowledge of user research methods to identify requirements, pain points & needs
  - UX testing and analysis
    - Experience with various testing methods & practices

**Data Analysis**

- Experienced in basic statistical analysis
- Well versed in SQL & Excel, adept at learning new software

**Product/Project Management**

- Agile Dev, team management
- Identifying key metrics & leverage points
- Tracking KPI progress through custom reports & inter-dept. dialogue
  - Quick study on whatever existing PM software being used

**Database design & management**

- Metadata structuring
  - (Designing from scratch, as well familiarity as standardized structures like schema.org)
- Literate in the reading- and creation- of ERD's, schemas, etc

**Digital preservation & Data Curation**

- Methods to keep relevant data readily available & top of mind
- Reference data, processes, procedure for future use
- Best practices for workflow of preserving data

**OTHER RELEVANT SKILLS/EXPERIENCE:** experienced in producing concept maps of taxonomies & hierarchies to level set goals; knowledge of standardized general research methods & practices; familiar with Information Governance/Records Mgmt (best practices, industry standards, et al); well-versed in: Executive Summaries, RFPs as well as creation & implementation of internal/external policy & procedure. **Relevant Academic Extracurriculars:** Project Manager for team tasked with creation of exhibit for Park County Digital Library; presented position paper on the threat to Veridical Information, among many potential presentable theoretical papers, at student conference; on the Conference Planning Committee the following year.

**RELEVANT PRIOR WORK EXPERIENCE****TASKRABBIT - SAN FRANCISCO, CA****2010-2013****Product Efficiency Manager, Analyst, Data Engineer**

Began as 1 of 5 people in an e-commerce marketplace for the contracting handyman/concierge services & miscellaneous chores. Purview included product optimization & analytics for supply side of marketplace as well as business operations, consistent interdepartmental communication to establish & update business rules/requirements, new product features/improvements, and use of Agile Dev process. Oversight and execution of scaling an organization from fewer than 5 people in a room to over 60, making direct contributions to product use that increased by over 50x in the course of a single year, and 225x in the course of 3 years to multiple countries. Spent 2014 consulting for friends' projects before moving back to Denver mid 2015.

Management/oversight of simultaneous ongoing or multiple-week projects to inform and direct strategy, prepare for special events & promotions

Oversight & coordination of interdepartmental projects and post-hoc analysis

Creation/oversight of the vetting process for the supply side of the business (tens of thousands of applicants)

Control over hiring/management of Operations team

Optimized online signup experience resulting in 50x improvement in vetting and converting contractors

Advised Lyft before launch regarding creation of their vetting process prior to their relaunch from Zimride

Creation & implementation of policies & practices that resulted in >30% increase in product success rate

Research & analysis of potential product changes and their effects

Product management and analysis of functions central to the supply & demand marketplace

Oversaw scaling of processes and policies as the company and product scope expanded