

Wendy Hagenmaier

EDUCATION

The University of Texas at Austin School of Information
M.S. in Information Studies, Specialization in Digital Archives and Preservation

Austin, TX
Expected May 2012

Stanford University
B.A. with Honors in English and Minor in Film Studies

Stanford, CA
June 2007

Oxford University
Stanford Overseas Studies: Tutorial in poetry analysis and literary theory

Oxford, UK
Spring 2006

EXPERIENCE

University of Maryland Libraries
Capstone Intern

College Park, MD
Jan. 2012–Present

Project Title: Exploring the Future of Digital Scholarly Editions: A Case Study of the Letters of Katherine Anne Porter

- Writing literature review on current practice and new trends in digital scholarly edition creation.
- Developing best-practice TEI encoding schema for digital editions of correspondence.
- Creating name authority index, gazetteer, and wireframes for digital scholarly edition of Katherine Anne Porter's letters.
- Writing posts for the Maryland Institute for Technology in the Humanities blog.

Media History Digital Library, Mediahistoryproject.org
Digital Archivist

Austin, TX
Aug. 2011–Present

- Oversee metadata for this initiative dedicated to free access to 200,000 pages of public domain media history periodicals.
- Designing XML schema for custom-built search engine.
- Perform XSL transformations on metadata files to prepare them for ingest into SOLR index.
- Code links to Internet Archive-hosted periodicals on Media History Digital Library WordPress site.
- Draft grant proposals and liaise with potential donors.

School of Information, University of Texas at Austin
Teaching Assistant for Information Technology Lab

Austin, TX
Aug. 2011–Present

- Teach courses for graduate students on XML and Archivists' Toolkit.
- Create tutorials for School of Information website using Camtasia and Glifos Media.
- Assist students with coursework questions and check out rental equipment.
- Troubleshoot equipment failures for faculty in School of Information classrooms.

Teaching Assistant for Survey of Digitization Course

Jan. 2012–Present

- Co-facilitate lab portion of the class that covers OCR and photo/audio/video digitization processes.
- Assist instructor with grading and answer student questions outside of class.
- Collaborate with instructor and UT Center for American History liaison to prepare archival materials for digitization.

Harry Ransom Center, University of Texas at Austin

Austin, TX
Aug. 2010–Present

Archives and Visual Materials Department Volunteer, Visitor Services Volunteer, Proxy Researcher

- Processed and wrote appraisal report and EAD finding aid for John Fleming Papers.
- Welcomed visitors and provided reference services during weekly visitor's desk shift.
- Support Marketing Director at lectures and gatherings highlighting Ransom Center exhibits.
- Conduct research on behalf of scholars who are unable to travel to Austin.

Texas Archive of the Moving Image (TAMI)*Outreach and Education Intern***Austin, TX***May 2011–Sept. 2011*

- Initiated Wikipedia outreach plan; wrote new entry on film producer and created links to TAMI content in existing articles.
- Created curated collection of films for TAMI's website.
- Wrote press releases about film collection events around the state and secured media coverage.
- Broadcasted news through Facebook, Twitter, and e-newsletters, and compiled details about potential partners in database.

Dolph Briscoe Center for American History, University of Texas at Austin*Digitization Intern***Austin, TX***Nov. 2010–Aug. 2011*

- Prepared metadata and digital images for thousands of archival documents for Bexar Archives Online digitization project.
- Scanned, edited, and performed quality control on digitized manuscript images.
- Created archival master images for preservation and derivatives in multiple formats for re-use.
- Related original manuscripts and translations within the Center's digital media repository.

Chronicle Books*Marketing Assistant***San Francisco, CA***July 2007–June 2010*

- Implemented budget-friendly marketing campaigns and stewarded display projects and retail store marketing.
- Built contact databases, cultivated relationships with media and vendors, and researched online promotions.
- Crafted and edited ads, pitch letters, press releases, and blog posts.
- Prioritized detailed tasks and managed projects for multiple supervisors.

Francis Ford Coppola's *Zoetrope: All-Story**Editorial Assistant***San Francisco, CA***June 2006–Dec. 2007*

- Reviewed submissions and wrote personalized rejection letters for leading literary magazine.
- Collaborated with editors on issue planning and proofreading.
- Publicized annual screenplay contest and managed incoming manuscripts and subscriber correspondence.

The Stanford Theatre*Sales Associate***Palo Alto, CA***July 2004–Dec. 2007*

- Sold tickets at film philanthropist Dr. David Packard Jr.'s restored movie theater.
- Engaged in customer service with classic film-lovers and supported archival mission of the theater.

Professor Ronald Rebholz*Research Assistant for Shakespeare's Plays***Stanford, CA***July 2005–Dec. 2005*

- Wrote bibliography and researched additional sources for the book.
- Assembled index and proofread draft of text.

Stanford University Library Department of Special Collections*Library Assistant***Stanford, CA***June 2005–Sept. 2005*

- Arranged Buckminster Fuller photograph collection and cataloged Stanford historical collections.
- Paged rare books and photocopied archival documents at the request of researchers.

SKILLS**Technology:***Operating systems:* Windows, Mac, Linux.*Coding:* HTML, CSS, XML (EAD AND TEI), XSLT, PHP, SQL.*Software:* Microsoft Office, FileMaker Pro, Adobe Creative Suite (Photoshop, InDesign, Illustrator), Apple iMovie and iDVD, Final Cut Pro, Audacity, ABBYY Fine Reader, Epson scanning software, Extensis Portfolio, DSpace, WordPress, Omeka, oXygen, EditiX, Zotero, Prezi, Glifos Media, wikis, social media platforms, data visualization tools (Voyeur).*Currently learning:* JavaScript, Adobe Dreamweaver, Perl, wireframing tools (Balsamiq).**Archival and Library:** DACS, EAD, EAC, MARC, AACR2, MODS, METS, Dublin Core, controlled vocabularies and thesauri, disk imaging.**Editorial:** Proficiency with *The Chicago Manual of Style* and copyediting technique.

ACTIVITIES AND PROFESSIONAL MEMBERSHIP

Society of American Archivists UT Austin Student Chapter , <i>Chapter Archivist and Board Member</i>	<i>Feb. 2011–Feb. 2012</i>
UT School of Information Podcast , <i>“iSchool You,” Research Director</i>	<i>Jan. 2011–Present</i>
Society of American Archivists , <i>Member</i>	<i>Sept. 2010–Present</i>
Society of Southwest Archivists , <i>Member</i>	<i>Jan. 2011–Present</i>

PUBLICATIONS

- “Retooling the Database: The User-Centered Model of the Media History Digital Library,” *Journal of E-Media Studies* 3, no. 1 (Spring 2012), forthcoming. With Eric Hoyt, Ph.D. Candidate in Film Studies, USC.
- “‘To render it’: Acts of Structural Passion in Levertov’s ‘An English Field in the Nuclear Age,’” published in *Boothe Prize Essays: Excellence in Writing at Stanford*. Stanford, CA, 2004.

SELECTED PROJECTS

Dr. Loriene Roy DSpace Collection

UT School of Information DSpace digital archive of Dr. Roy’s born-digital records documenting her ALA presidency.

Society of American Archivists UT Austin Student Chapter Archives

Established the archives program for the school’s nearly twenty-year-old student chapter. Wrote long-term archives plan, processed existing paper records, digitized records from 1992-1996 and batch ingested them into DSpace, actively documented Chapter activities for 2011-2012, and prepared born-digital materials for ingest into UT Digital Repository.

“Get the Manuscript!”: Arranging and Describing the Literary Imagination at the Harry Ransom Humanities Research Center, 1965-1992

Research paper submitted by Dr. David B. Gracy for consideration for the Society of American Archivists’ Theodore Calvin Pease Award for superior writing achievements by an archives student.

Appraisal Report and Processing Plan and EAD-Encoded Finding Aid for John Fleming Papers

Processed at the Harry Ransom Center in Spring 2011.

Shoalsbase Database

Interactive MySQL and PHP-based species database, created for Cornell’s Shoals Marine Laboratory.

“Intro to Wiki Editing: How to Add Your iSchool Knowledge to Wikipedia”

Video tutorial for School of Information website, created using Camtasia and Glifos Media.

HONORS AND AWARDS

- Recipient of full tuition Graduate School Recruitment Fellowship from the Graduate School and the School of Information at UT Austin for 2010-2012.
- Recipient of the 2007 Marie Louise Rosenberg Prize from Stanford University’s English Department for excellence in the Honors Thesis.
- Recipient of the 2004 Boothe Prize for Excellence in Writing in the Introduction to the Humanities Program for “‘To render it’: Acts of Structural Passion in Levertov’s ‘An English Field in the Nuclear Age.’”

PERSONAL INTERESTS

The impact of the digital on publishing formats and textual creativity, reading and writing poetry, running while listening to podcasts, classic Hollywood film + popcorn.