

JULIA STODDARD

(323) 994-4383 | julials@proton.me | juliamlis.com | [LinkedIn](#)

PROFESSIONAL SUMMARY

Recent MLIS graduate with expertise in digital preservation, metadata modeling, and archival practices for cultural heritage. Experienced in designing and managing digital collections, developing community-centered metadata frameworks, and implementing sustainable data workflows. Skilled in bridging scholarly research with practitioner knowledge, with a focus on preserving intangible cultural heritage such as dance and performance traditions. Strong background in ethnographic research, digital humanities projects, and cross-cultural collaboration to support ethical, inclusive documentation strategies.

EDUCATION

University of California, Los Angeles (UCLA)

Master of Library and Information Science
Graduate Certificate in Digital Humanities

2025

Thesis: "Art Preservation in a Changing Climate" – artist-led preservation strategies and climate resilience in cultural heritage.

Society of American Archivists (SAA)

Digital Archives Specialist (DAS) Certificate

Expected fall 2025

School of Visual Arts, New York (SVA)

Bachelor of Fine Arts

2016

SKILLS

Cultural Heritage & Digital Preservation: Metadata modeling and schema design (PREMIS, METS, Dublin Core, SKOS) for tangible and intangible cultural assets, community-centered and culturally responsive digital documentation practices, digital preservation workflows (OAIS, FAIR/CARE principles), archival description and cataloging for performing arts and visual materials, integration of ethnographic insights into metadata and digital collection design

Technical & Analytical Skills: Python, R, SQL, OpenRefine, API integration, HTML/CSS, JavaScript, data visualization (Tableau), relational databases, GitHub version control, automation and ETL processes for large-scale data migration and collection management

Project Management & Collaboration: Designing and leading collaborative workshops with communities and institutions, stakeholder management, workflow optimization, and project documentation, instruction, mentoring, and coordination of multi-disciplinary teams

Languages: Spanish (intermediate), French, Italian, German (basic)

EXPERIENCE

Teaching Assistant, Digital Humanities Department at UCLA

2024 – Present

- Delivered weekly technical workshops for 60+ cross-disciplinary undergraduate students per quarter on open-source digital tools (mapping, data visualization, timeline creation), integrating responsible AI ethics, fair use principles, and copyright compliance
- Developed AI literacy protocols requiring students to document and cite AI assistance in projects while teaching strategic prompting techniques for complex data management and troubleshooting tasks
- Managed comprehensive course operations including grading, attendance, and workshop coordination, implementing digital collaboration systems (GitHub, WordPress) and peer review workflows that enhanced student engagement
- Facilitated student/lecturer communication and coordinated guest speaker events, earning 4.5/5+ on student evaluations

Project Co-Lead, Digital Humanities Department at UCLA | Wende Museum

Spring 2025

- Designed and implemented comprehensive digitization workflow for the Wende Museum's *USSR in Construction* magazine collection (1930s), managing specialized photography of large-format and fold-out materials, color correction, and Issuu publication to provide public digital access to rare Soviet propaganda materials
- Developed robust metadata infrastructure following FAIR/CARE data principles for 45+ digitized magazines ([view dataset](#)), employing local vocabularies and LCSHs to standardize cataloging and network design
- Built interactive network discovery tool, facilitating thematic, geographic, and agent-based exploration of Stalin-era Five Year Plans, integrated with the Wende Museum's online collections portal to expand scholarly research
- Created Python-based data visualizations to analyze temporal patterns in magazine themes, publishing findings in comprehensive project report with full codebase [available on GitHub](#)

Digital Archivist Intern, Fowler Museum at UCLA

Spring 2025

- Executed digitization of over 60 historical exhibition catalogs from 1960s to early 2000s for public access through museum's online collection website, developing workflow documentation for future maintenance and sustainability
- Developed AI protocols for extracting item identifiers from OCR-processed catalog text, automating the creation of relational databases that link exhibition histories to individual artifacts within Argus CMS
- Reconciled exhibition records with item numbers from catalogs, insurance files, and installation documents to build a comprehensive, searchable archive of past exhibitions
- Generated and structured metadata for digitized exhibition records using PREMIS and Dublin Core standards, facilitating efficient data migration into Argus CMS

Graduate Researcher, Information Studies Department at UCLA

2023 – 2024

- Developed and implemented best practices for a web-based [digital archive for Dr. Johanna Drucker](#), designing accessibility and user experience for 50+ handmade books
- Organized migration of 1000+ digital assets and metadata between local server, XML and HTML files, maintaining data integrity and creating extensible documentation for future maintenance and updates
- Applied UI improvements on Dr. Drucker's personal website, updating CSS for improved formatting and display, integrating Substack posts, and creating a gallery of publications and projects
- Curated 50 years of published papers and lectures, aligning presentation with Professor's academic portfolio

Assistant Manager of Production, Dandelion Chocolate

2021 – 2023

- Trained cross-functional team of 20+ production members, conducting 40+ interviews to grow team 100% over 1 year while overseeing processing of 120+ tons of chocolate annually, reducing turnover and improving morale
- Managed logistics and vendor relationships for \$5M+ processing equipment, coordinating maintenance schedules across time zones, remotely troubleshooting operational issues, and conducting 50+ food safety and forklift training sessions annually
- Communicated supply chain across 6 internal teams (Confections, Baking, Cafe, Experiences, Product Development, Logistics), coordinating inventory forecasting, production and delivery schedules within 2-week sprint frameworks
- Developed and maintained 15+ SOPs and QC programs for chocolate production lines, training 10+ operators and reducing waste 25% while increasing packaging efficiency by implementing standardized quality checkpoints
- Designed comprehensive automated reporting suite in Airtable capturing inventory levels, safety audit compliance, shift transition checklists, and process documentation, integrating with Slack to deliver real-time alerts

Owner and Designer, Loom Garden and Floral

2015 – 2021

- Managed 50+ freelance garden design and consulting projects annually, coordinating subcontractors, overseeing contract negotiation, budget planning, and full project lifecycle from initial concept through installation and maintenance
- Designed and executed high-impact floral and garden installations for events, editorial, and corporate/residential projects, adapting designs across diverse indoor, outdoor, and rooftop spaces for clients like J. Crew, Blue Bottle, and MoMA PS1
- Supervised 8-person procurement and installation teams, coordinating \$20K+ materials sourcing, managing 15+ vendor relationships, and overseeing on-site implementation to ensure client satisfaction

Audio Archives Assistant, Issue Project Room

2015 – 2017

- Assessed raw audio files from over 200 unique artist performances to create preservation master and access copies with timestamped metadata using Reaper and BFW MetaEdit, cataloging assets in 20k+ item database
- Facilitated stage production for experimental performances, coordinating mic setups, lighting systems, projections, and varied visual elements to ensure reliable audio capture across diverse performance mediums
- Organized comprehensive AV inventory tracking system in Excel for Artist-in-Residence program, managing equipment loans and performing diagnostic testing and quality control checks upon return, and coordinating vendor relationships for timely equipment repairs and replacements

Teaching Artist, Wingspan for the Arts

2014 – 2017

- Developed arts curriculum and managed classroom instruction for NYC public elementary students (grades 3-5)
- Conducted 4 weekly classes of 25-30 students each across urban design, sculpture, painting, and drafting while coordinating administrative logistics and supply procurement

PROJECTS

AMIA Student Chapter at UCLA | Academy of Motion Pictures Arts and Sciences Preservation Initiative

2023 – 2024

Assessed, inventoried, repaired, digitized, and delivered 30+ participants' personal media items in legacy formats

Leipzig International Art Program, Germany

2017

Awarded \$20k competitive scholarship for 6-month artist residency from SVA's Visual and Critical Studies Department, researching and producing video work on major power stations and coal mines in Saxony