

# JULIA STODDARD

(323) 994-4383 | [julials@proton.me](mailto:julials@proton.me) | [juliamlis.com](http://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