

Nicole H. Scalessa

e-mail nscalessa@stormhavendesigns.com | website: www.stormhavendesigns.com

- Education** Elmira College, Elmira NY: Degree: History BA, June 1, 1997
- 1997 – Present** **Information Technology Manager**, Library Company of Philadelphia, PA
- LAN maintenance, hardware installation, software licensing, training, & tech support. Ensure the creation, accuracy, and accessibility of all departmental documentation including the Technology Strategic Plan, Technology Disaster Preparedness Plan, and IT asset management charts. Manage the annual IT schedule, budget, & expenditures. Work directly with individual departments to facilitate IT requirements. Negotiate with outside vendors providing supplies & services. Design printed marketing materials including brochures, fliers, posters, postcards, folders, & letterhead. Design, maintain, and update website. Create reports tracking online usage, ensure reports are understood by staff, and implement necessary changes. Create, deliver, and monitor email campaigns and newsletters using Constant Contact. Cataloger of post-1890 monographs, off-prints, and finding aids using MARC & EAD. Provide reference assistance pertaining to needlework collections. Exhibition curator (January 2001-August 2001) “The Hook and the Book: The Emergence of Crochet and Knitting in American Popular Culture.” Served as LCP representative on the PACSCL Imaging and EAD committees.
- 2006 – Oct 2008** **Graphic Designer**, Diane Publishing Co., Darby, PA
- Design printed marketing materials, publication cover art, and website graphics. Design and update e-commerce website using Volusion software, Excel, and FileMaker Pro. Create, deliver, and monitor email marketing campaigns. Design and edit client publications for print.
- 2000 - Present** **Independent Contractor – Stormhavendesigns.com**
Graphic - Web Consultation, Design, & Management Services
Projects/accounts include The Benjamin Franklin Tercentenary Commission, Society of Historians of the Early American Republic, SHEAR/Mellon Summer Seminar, 2008 Atlantic Emancipations Conference, Buckwheat Bridge Angoras, Janice’s DanceWorks, Crochet Guild of America, Colored Angora Goat Guild of America, Virginia Angora Goat & Mohair Association, St. Stephen’s Episcopal Church, Diane Publishing, Inc., & Allen Geiser and Son, Inc.
- Jul 2003 – Dec 2006** **EAD Intern** Peace Collection, Swarthmore College, Swarthmore, PA
Creation and editing of EAD archival finding aids for both print and web publication. Standards, workflow, & publication consultation.
- Applied Software Knowledge:** Adobe CS4 Suite - Dreamweaver, Freehand, Fireworks, InDesign, Illustrator, Flash, Adobe Acrobat Pro, & PhotoShop; Microsoft Office Suites 2000–2007; FileMaker Pro; NoteTab; X-Metal; Volusion; Constant Contact; RLIN; Windows Server 2000 & 2003, Active Directory, SharePoint. Proficient in HTML, XHTML, XML, & CSS with working knowledge of Javascript, PHP, & XSL.
- Continuing Education**
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| September 2009-Present | Graphic Design for Print & the Web Certification, Moore College of Art & Design, Phila., PA |
| March 2010 | New Horizons Workshop, <i>Office 2007 – Staff Training and IT Dept. Implementation</i> |
| May 31, 2007 | New Horizons Workshop, <i>Outlook 2003 – Staff Training and IT Dept. Implementation</i> |
| March 13-16, 2006 | Antharia University, <i>PHP/MySQL Boot Camp</i> |
| April, 2004 | New Horizons Workshop. <i>Introduction to Flash</i> |
| August 5-9, 2002 | Rare Book School. <i>Publishing EAD Finding Aids (XSLT)</i> . |
| June 8, 2001 | Drexel University Workshop. <i>Introduction to XHTML</i> . |
| February 8, 2001 | New Horizons Workshop. <i>Introduction to XML</i> |
| Summer 2001 & 2003 | Greater Philadelphia Marketing and Tourism Group. <i>E-Commerce Boot-Camp</i> . |
| January 10-14, 2000 | Rare Book School. <i>Implementing Encoded Archival Description</i> . |
| November 13-14, 1998 | PACSCL Workshop. <i>Encoded Archival Description</i> . |
- Memberships** Delaware Valley Archivists Group 1998 – Present.