

Nicolina Gallo

Berkeley, CA

<https://www.linkedin.com/in/nicolinagallo/>

Multilingual academic professional, educator, and digital curation specialist with 10+ yrs of experience in cross-institutional, project management, designing impact-driven projects, coordinating large-scale metadata migration and digital preservation initiatives, and aligning institutional practices with DACS, MARC, OAIS, and CoreTrustSeal. Proficient in metadata normalization, crosswalks, batch transformations (OpenRefine, XSLT), and repository management across ArchivesSpace, Alma, Merritt, TMS, Axiell DAMS, and Azure. Adept at program design, curriculum development, and instructional delivery, with proven expertise in copyediting, digital publishing, and creating accessible, equity-focused educational materials. Experienced with UC systems, HR platforms, and fluid delivery of sensitive data with compliance workflows. Accomplished with AI-language models, research methodologies, and thematic analyses, with a strong capacity for identifying inconsistencies, logical gaps, and cultural framing. Recipient of Johns Hopkins M.A. with dual post-graduate Certification and UC Berkeley Honors B.A. with extensive volunteer experience in 9 nations on 4 continents. Devoted to ambitious resource development for socially insightful, international, academic distinction.

Technical Proficiencies:

- HR & Administrative Systems:** HR Systems: UCPath, CalAnswers, JDX, AP Recruit, Cognos, Service Hub
- Enterprise & Administrative Tools:** CalTime, CalCentral, Microsoft 365 Suite (Excel, Word, PowerPoint, Teams, SharePoint, Outlook), Google Workspace
- Collaboration & Project Management:** Slack, Asana, ClickUp, Zoom, Dropbox, Google Drive, Microsoft Project
- Digital Preservation:** Archivematica, DROID, XNConvert, Disk Inventory X, FreeFileSync
- Repositories & DAMS:** Merritt, Chronopolis, HathiTrust, Gallery Systems TMS, Axiell DAMS, Azure Cloud
- Metadata & Standards:** ArchivesSpace, Alma, MARC, DACS, DataCite, CHIN
- Scripting:** MarcEdit, Airtable, XML Editors, XSLT, APIs
- Research & Analytics:** Google Analytics, Qualtrics, OpenRefine, SEO Tools, FileMaker Pro, Zotero, bCourses
- Design, UX, Editing, & Content Management:** Adobe Creative Suite (Photoshop, Illustrator, InDesign, XD, Bridge), Canva, Figma, Audacity
- Web & CMS:** Drupal, WordPress, Wix, Cuseum
- Programming & Markup:** HTML, CSS, XML
- Digital Learning Platforms:** Udemy, SkillShare, LinkedIn Learning, Coursera, MasterClass, edX, 360Training

Selected Relevant Projects:

- [*Institutional Memory Metadata Migration Project at the Royal Ontario Museum*](#), a coordinated multi-phase migration from TMS to Axiell DAMS and Azure Cloud, implementing standardized crosswalks, SHA-256 fixity verification, and a 3-tier backup strategy, improving metadata integrity and access reliability.
- [*Digital Asset Assessment Collaboration between UC Berkeley Digital Library, CDL and Johns Hopkins Digital Curation Dept.*](#), a UC-wide inventory and gap analysis of 300+ TB of digital assets, mapping storage risks and metadata coverage to NDSA levels. Produced actionable recommendations prioritizing digitization and preservation, guiding UC resource allocation.
- [*Digital Preservation Plan Assessment Collaboration between UC Digital Library, CDL, and Johns Hopkins Digital Curation Dept.*](#), a benchmark assessment project of Merritt, HathiTrust, and Chronopolis workflows against CHIN and OAIS frameworks. Authored policy and staffing recommendations to strengthen CTS alignment and repository sustainability.
- [*QR-enabled, multilingual digital visitor interface*](#) designed for Truhlsen-Marmor Museum of the Eye using UX research and AR to improve accessibility and engagement.
- [*Imagination Unleashed*](#), an unprecedented, interactive, exhibition using the Varjo VR-1 system, developed for a visually dynamic exploration through the portrayal, artistry, and narrative of *Alice in Wonderland*, *Arabian Nights*, and *Where the Wild Things Are*

Professional Experience:

Assistant Educator, UC Berkeley Early Childhood Education Program 2024–Present

Supervise and document developmental milestones, tailoring daily curriculum with cultural and linguistic awareness. Strengthen program accessibility and engagement with educational design and documentation.

Digital Curator, Truhlsen-Marmor Museum of the Eye, 5/2024-8/2024

Designed multilingual, QR-integrated digital visitor interface with UX analysis, augmented reality and multimedia networks. Created content copy, visuals, and interactive layouts for museum systems. Assisted with visitor services, museum tours, and exhibition design

Graduate Researcher, Johns Hopkins University Museum Studies & Digital Curation Dept., 9/2022 – 8/2024

Developed DEAI-focused preservation frameworks, curated digital narratives, and mentored undergraduates. Designed interactive online exhibitions and preservation plans aligned with global standards.

Contract Writer, International Association of Professional Writers & Editors, 6/2023–6/2024

Produced SEO-optimized editorial content, applied rigorous fact-checking, and met tight deadlines under formal publishing standards.

Web Designer, UC Berkeley Art History Dept., 1/2022–5/2022

Developed and launched official artist website [Art in Humanity](#), in collaboration with SF-based artist Chris Gazaleh for inclusion into UC Berkeley Art History Dept. archive, including digital portfolio, with compliant metadata and accessible navigation structure.

Graphic Designer & Meeting Administrative Coordinator, Berkeley Student Cooperative, 8/2021–7/2023

Produced official publications and administered council minutes, ensuring accuracy, compliance and accountability. Applied record-keeping, policy communication, and coordinated administration in partnership with management to finalize communications and align workflows with institutional standards

Education:

Johns Hopkins University – MA Museum Studies, Dual Post-Grad Certificate in Digital Curation (2024) 4.0 GPA

- Thesis: [Ephemeral Echoes: The Transformative Murals of Arab Female Street Art](#), an analysis of contemporary gender role shifts in societal dynamics with Arab female street artists, using case studies, and interactive, global, partnerships under a digital preservation framework
- Contributed the Aliph Foundation Proposal: [Create, Construct, Refurbish](#), a collaboration with The Palestinian Museum for \$480K international grant disbursement, with requisition for auxiliary financing, regulatory funding and critical preservation techniques highlighting ethical implications of material deterioration.

UC Berkeley – BA, Middle Eastern Languages & Cultures with Honors (2022) 3.6 GPA

- Honors Senior Thesis: [Vestiges of Levantine Vision: A Critical Analysis of Creativity in Jordanian Visual Culture](#), an analysis of stakeholder engagement and expert policy examining contemporary Jordanian society and the ongoing separation with their surrounding cultural heritage.
- Founded official ASUC Organization, Non-Traditional at Berkeley
- Recognized for Academic Distinction on Dean's List: Spring 21, Fall 21, Spring 22

Additional Relevant Roles:

Freelance Writer, Examiner.com, 2010–2011

Contributed pro-am content to former news site Examiner.com using SEO copywriting, integrating topics with Google Ad Words code, creating and managing discussion points, images, and content features. Secured veracity of published content with uniquely high journalistic integrity standard in time when platform was heavy with plagiarism and inadequately constructed releases

ESL Assistant Instructor, City College of San Francisco 2001–2002

Tutored intermediate to advanced (Levels 7–9) ESL in reading, writing, pronunciation, and vocabulary for students with diverse cultural, socioeconomic, academic, and linguistic backgrounds. Coordinated with primary ESL instructor to review instruction and student progress. Constructed custom learning activities with pertinent resources to improve student advancement.

Writing Tutor, City College of San Francisco, SFSU, Laney College, and Berkeley City College, 1999–2002

Independently tutored undergrads of various Bay Area-based higher education institutions. Addressed effective rhetorical awareness, writing techniques, structural and revision strategies focused on theses and critical lessons, correlating objectives, research methods, source integration, and analysis. Refined citation formats, argument structure, and integrity with individual and group sessions tailored to the respective learning styles and proficiency levels of multilingual, diverse, and first-generation student populations with ongoing, culturally responsive feedback for effective, continuous improvement

Languages:

English: Native / Fluent

Arabic: Intermediate

French: Intermediate

References:

Available Upon Request