

Nicole Marquis

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(413) 896-8776

Education and Training:

University of Texas at Austin

- Master of Science in Information Studies August 2014

University of Massachusetts at Amherst

- Bachelor of Arts May 2007
Major - English

Book History Workshop at A&M

May 2013

- Hands on experience in typesetting, bookbinding, illustration, ink-making, and printing using a period-accurate common press.

TEFL course - International Teacher Training Organization

Guadalajara, Mexico

April 2008

- 4 week, 140 hours, intensive course with 10 hours observed teaching practice on groups of different ability, including one to one teaching.

Experience:

Main Street Renewal

Austin, TX

Supervisor, Transaction Management

July 2018 - Present

- Build and manage a team tasked with all areas of the move out process and occupied property onboarding
- Use intellectual curiosity to seek out creative improvements to current processes
- Coordinate various aspects of the bulk transaction process

Main Street Renewal

Austin, TX

Process Sustainability Team Lead

August 2016 - July 2018

- Develop and Implement procedure improvements
- Create and maintain training materials for use across multiple regions
- Oversee process continuity throughout all branches

Main Street Renewal

Austin, TX

Central Operations Coordinator - Documentation

April 2016 - August 2016

- Document all current policies and procedures across multiple departments
- Evaluate current processes for improvement and implement new procedures
- Collaborate with team members to ensure coverage in all areas

Main Street Renewal

Austin, TX

Closing Coordinator

February 2015 - April 2016

- Reviewed closing documents for accuracy in multiple real estate purchases per day
- Ensured validity in settlement statements based on contract stipulations and state laws
- Collaborated with brokers, agents, and title companies to facilitate seamless closings

Harry Ransom Center (Student Intern)

Austin, TX

Student Technician, Digital Services

June 2013 - August 2014

- Employed flatbed scanners and large-format scanners to digitize manuscript and photographic materials

- Ensured that all files created conform to internal specifications and naming standards, then update digital tracking and images databases to reflect work completed
- Communicated with staff and patrons to deliver completed materials in a variety of formats (PDF, JPEG, TIFF, CD, paper copy)

Texas Military Forces Museum (Student Intern) Austin, TX

Student Intern June 2013 – October 2013

- Cataloged both new accessions and existing museum materials using Past Perfect museum software, creating descriptive records for materials ranging in scope from clothing to weapons to documents
- Assisted in the creation of exhibit structures including mounts and cases
- Filmed and edited multiple civil war drill reenactment shorts for use in their newest exhibit

Texas General Land Office (Student Intern) Austin, TX

Archival Intern February – April 2013

- Fully processed the records of Allen McCree, architect of the capitol.
- Finding aid available on TARO - <http://www.lib.utexas.edu/taro/txglo/00045/glo00045.html>

Royal Fig Catering Austin, TX

- Captain, Go-to girl, organizer/packer/ server/bartender/photographer/dishwasher/truck girl November 2011 – December 2014

Scarab Consulting Austin, TX

- Front Office Coordinator December 2010 – June 2011

Greater Austin Physical Therapy Austin, TX

- Front Desk extraordinaire / Medical Billing June 2009 – December 2010

Pearson Austin, TX

- Temporary Test Scorer February 2009 – June 2009

Maress Language School Puerto Escondido, Oaxaca Mexico

- English Teacher – various learning levels April 2008 – July 2008

Projects:

Database Management – Developed a database using MySQL and PHP

ADAPT – Digital Archiving of an Architecture Studio Class

BITCURATOR – Comprehensive testing of the digital forensics tools in the BitCurator environment

Volunteer Work:

SXSW Podcast Crew

- Austin, TX 2012