

219 Glen Ridge Ave  
Los Gatos, CA 95030  
978.835.1600

# ALLI RICO

alli\_rico@outlook.com  
@alli\_rico

## Experience

### Digital Publication Specialist – MIT OpenCourseWare Cambridge, MA March 2016 – June 2017

- Independently manage multiple projects simultaneously; build two-three courses per batch in CMS, up to 9 per publication cycle in HTML5
- Recruit and develop course material from faculty members in various departments across MIT campus for use by educators and self-learners
- Edit content for publication; coordinate with OCW publication team to meet multiple deadlines and maintain publication standards

### Teaching Assistant – Harvard University Extension School Cambridge, MA August 2015 – present

- Support instructors with online classroom management; manage online discussion boards and grading in conjunction with co-teaching assistant
- Collaborate with course instructors to assemble and develop material for class; assisted students with research and assignments

### Project Manager (Graduate Internship) – The Bostonian Society Boston, MA January 2015 – November 2015

- Process off-site collection of 50+ objects from 19<sup>th</sup>-century Boston for potential deaccessioning; learn and understand abandoned property laws
- Fact check, research objects, write provenance reports, determine ownership via institutional memory, online databases; work within best practices
- Required knowledge of standard museum cataloging and documentation standards, attention to detail, and time management skills

### Retail Associate – Harvard Museum of Natural History Cambridge, MA August 2011 – March 2016

- Front-line, customer service position; speak with a high level of professionalism regarding museum and campus policies to students, staff, faculty, and the general public
- Helped make recommendations to management team regarding visitor feedback and possible improvement to visitor experience
- Collaborate with coworkers on photos for shop Instagram feed

### Online Engagement Coordinator – Metropolitan Waterworks Museum Boston, MA April 2014 – Jan 2015

- Create original content based on the museum's mission and goals
- Build, maintain, increase online community engagement through relevant discussion and posts on Facebook and Twitter; enhance online presence; create campaigns based on museum's mission and history
- Develop, implement social media policy for the museum, run reports for Executive Director; report to Marketing Committee

### Volunteer October 2012 – April 2014

## Projects

"A Noble Earthquake: A Podcast about California History"  
*Hosted on Soundcloud; ongoing personal project*

"Cleaning House: A Guide to Deaccessioning & Abandoned Property"  
*History News (AASLH, June 2017)*

"Redefining the Internship"  
*New England Museums NOW (NEMA, Vol. 3, No. 2: Fall 2016)*

## Education

### Master of Liberal Arts, Museum Studies

Harvard University  
Cambridge, MA  
May 2016

### Bachelor of Arts, History

Salem State University  
Salem, MA  
May 2011

## Skills

HTML5  
Content management systems  
FileMaker Pro  
Adobe Dreamweaver,  
Photoshop  
Google apps  
WordPress  
Microsoft Office

## Professional Services

Collections Committee  
Member  
Cambridge Historical  
Society  
2015 - 2017

Co-chair, Young  
Emerging Professionals  
Affinity Group  
New England Museum  
Association  
2014 - 2017