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WORK EXPERIENCE

MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge MA
2002-2010
2015-Present

Office of Digital Learning/MITx
Intellectual Property Coordinator / Acting IP Manager   2015 - present

- Serve as Acting IP Manager during the absence of the IP Manager
- Consult with MIT General Counsel and MIT Technology Licensing office (TLO) on copyright license agreements pursuant to publishing 3rd party content within MIT MOOC's
- Acts as a subject matter expert to MITx leadership as it relates to IP strategy
- Developed and implemented a training program for course authoring teams, including MIT faculty and research staff, on selection of 3rd party content within Massive Open Online Courses (MOOC's) published on the EdX platform (via online program, in-person sessions, and documentation)
- Design and maintain a software application to track and clear over 15,000 records of 3rd party content, for over 150 MOOCs
- Create ongoing and customized statistical analysis IP reports presented to MITx Management
- Volunteered to serve as a leadership member of Institute wide user group of relational database software
- Served as a presenter at multiple large events regarding the use and adoption of relational database software

Media Laboratory
Senior Intellectual Property & Contracts Administrator   2007 - 2010

- Researched, and drafted complex industrial sponsor contracts including software and/or patent licenses, gifts, grants, research and vendor contracts for lab consortia in conjunction with the MIT TLO and MIT Office of Sponsored Programs (OSP)
- Negotiated and liaised with sponsors and prospective sponsors regarding contract agreements and IP transfer
- Provided guidance to Lab Directors in developing creative solutions for contract agreements in accordance with MIT policies and procedures
- Managed the intellectual property process at the Media Lab
- Advised faculty regarding non-disclosure agreements, consulting agreements and copyright issues
- Provided consultation to faculty, students, and staff regarding commercial licensing
- Utilized knowledge of mechanical engineering and IP policy to aid inventors in accurately completing patent applications
- Educated faculty, students, staff, sponsors, and MIT-General Counsel on Media Lab IP policy through training documents, regular meetings and workshops
- Designed and maintained the IP and contracts website for Media Lab staff
- Created a web-based database for patents and copyrighted material for use by patent attorneys and IP consultants
- Monitored and reported on contract performance to executive team
- Provided revenue and legal cost analysis reports to executive team aiding in the budget planning process

Intellectual Property & Contracts Administrator   2004 - 2007

- Assisted in managing intellectual property process at the Media Lab
- Provided in-depth consultation to faculty and staff on intellectual property rights and licensing issues

OpenCourseWare
Intellectual Property Coordinator   2002 - 2004

- Assisted in developing the IP process including content review and permissions for 700 online courses
- Assisted in training MIT faculty and staff on copyright law, fair use and its application in publishing academic materials online
- Reviewed content from over 1,500 third party contributors to negotiate acceptable permission requests for online content
- Monitored and executed contributor responses through a rights-holder database

EDUCATION

MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge, MA
Bachelor of Science in Mechanical Engineering, June 2002

TECHNICAL COMPETENCIES

Forrester, COEUS, SAP, Brioquery, EdX platform, Quickbase, Smartsheet, 3Play Media, Dropbox, Google sheets, Asana, Slack, Microsoft Office, Adobe Acrobat Professional, Lotus Notes Programming, Outlook, Eudora, Macromedia, FilemakerPro, Solidworks, CAD Applications, Mathematica, MathCad, Matlab, Pro-Engineer, ABAQUS, ELITE Programming (modeling software), C++, HTML

MEMBERSHIPS
- MIT QuickBase User Group (Leadership Committee) 2016-present
- Copyright Society of the USA 2016-2018
- National Notary Association 2005-2012