

LESLIE MARIE MAXFIELD

626.395.8155 | lmm@caltech.edu | www.its.caltech.edu/~lmm

PROFESSIONAL SKILLS

- Research and implement innovative solutions for projects requiring novel and unique digital media needs
- Produce materials using digital media content
- Operate multimedia software and hardware
- Solve technical software and hardware issues
- Learn and develop new tools for online projects
- Manage diverse small and large-scale projects
- Plan and develop long-term lab goals and direction
- Present lectures at a broad range of expertise and levels on science and multimedia topics
- Have good organizational and people skills

CURRENT EMPLOYMENT

Director, Academic Media Technologies California Institute of Technology

since 1999

Director of group dedicated to digital media production, academic technology support, and audio/visual services for members of the Caltech community, including faculty, senior administrators, research scientists, post-doctoral scholars, and students. My responsibilities as a developer included: developing and managing the production of the Caltech Streaming Theater streaming content, deploying automated lecture capture media solutions, creating documentary-style commemorative videos, DVD authoring, video editing, video compression and streaming, image editing, scientific figure design, scanning, handling sensitive archival materials, graphic design, project consulting, maintaining long-term client projects, technical problem solving, and teaching. I teach hands-on workshops and give seminars to this community and other universities exercising my public speaking and writing skills. My projects have been developed for public and educational outreach, research and administrative support, educational technology, fundraising, and infrastructure needs.

Freelance Work & Consulting

since 2002

Digital image design for permanent Griffith Observatory exhibit, website design and coding, digital video editing, DVD authoring, and legal expert witness experience.

PREVIOUS EMPLOYMENT

Undergraduate Admissions Counselor	Caltech	1999-2000
Graduate student researcher, course teaching assistant	UC Berkeley	1995-1998
Undergraduate student researcher, physics lab teaching assistant, Public Relations tour guide and usher, Red Door Café barrista	Caltech	1991-1995

EDUCATION

University of California, Berkeley, Berkeley, CA	M.A. Astronomy	1998
California Institute of Technology, Pasadena, CA	B.S. Astronomy, with Honors	1995

Additional Training

Apple Pro Seminars: iTunesU deployment, Digital Asset Management solutions, DVD authoring, Video editing; Edward Tufte Seminar, *Visualizing Information*; DV Expo, SIGGRAPH, and HD/DTV Multimedia Seminars. I am an Apple Pro certified professional in DVD Studio Pro.

SOFTWARE APPLICATIONS & COMPUTER LANGUAGES

Photoshop, Illustrator, Final Cut Pro, Premiere, QuickTime Pro, DVD Studio Pro, Episode, Sorenson Squeeze, Dreamweaver, Flash, and Microsoft office. Programming includes HTML, XML, interactive SMIL, and virtual world building and scripting. Managing Mac OSX and Windows platforms.

TEACHING EXPERIENCE

Instructor for workshop and seminars. Topics include: Photoshop, scanning, digital video editing, digital video compression, converting analog to digital, and interactive classroom technologies. Seminar topics include: using virtual worlds for outreach, collaboration, and data visualization; automated webcast solutions, and interactive webcast authoring.

RELEVANT PROFESSIONAL MEMBERSHIPS & PUBLICATIONS

- **New Media Consortium**- Consists of over 300 learning-focused organizations dedicated to the exploration and use of new media and new technologies
- **Meta Institute for Computational Astrophysics**- Professional scientific and educational organization entirely based in virtual worlds
- Thirteen scientific publications, including refereed journal articles, abstracts, circulars, and conference proceedings

RELEVANT CALTECH ACTIVITIES

- **SURF Board**- Chair of Alumni Relations Committee since 2005
initiate web 2.0 technology for SURF Alumni networking, evaluate applications,
judge presentations, chair Seminar Day sessions
- **Caltech Women's Club Board**- webmaster and general IT support since 2000

ONLINE PORTFOLIO AVAILABLE AT www.its.caltech.edu/~lmm

REFERENCES AVAILABLE UPON REQUEST.