Karen Jones

email: karj@ldc.upenn.edu

Linguistic Data Consortium, Suite 810, 3600 Market St, Philadelphia PA 19104-2653

_____

Professional Experience

Research Coordinator, LDC, University of Pennsylvania (2012 – present)

• Work with external sponsors/researchers to assess needs, specify collection/annotation tasks & identify deliverables for a variety of speech collection projects (LRE, SRE)

• Develop plans, timelines, draft budgets for satisfying project requirements

• Oversee development of project guidelines and specifications

• Manage part-time and full-time staff

• Assist in drafting schemes of work for vendors and prepare feedback on vendor performance

• Prepare and submit monthly reports to project sponsor (RATS, LRE, SRE, HAVIC)

• Plan and coordinate technical tasks and specify tool design in support of speech collection projects

• Develop training (e.g. online module) and quality assurance procedures for annotation tasks

• Represent collection and annotation efforts to project sponsor and research organizations in telecons, site visits and regular written reports

• Manage large-scale recruitment efforts involving hiring of independent contractors, part-time and student workers

• Take minutes at Systems maintenance briefings and distribute to all LDC full-time staff

Lead Annotator, LDC, University of Pennsylvania (2010 – present)

• Led large scale recruitment efforts for part-time staff, independent contractors and study participants on speech collection projects

• Performed annotation quality control

• Utilized numerous software tools for a range of linguistic annotation tasks

• Developed guidelines and conduct training on annotation procedures

Annotator, LDC, University of Pennsylvania (2007 – 2010)

• Performed linguistic annotation tasks on a variety of projects (GALE, MADCAT, ACE, TRECVID)

Web Designer, Near Eastern Languages & Civilizations Department, University of Pennsylvania (July 2009 – May 2010)

• Liaised with multiple University departments to implement web redesign for the Near Eastern Languages & Civilizations Department (NELC)

• Ensured adherence to web style, security, and copyright guidelines across a range of university departments

• Led pre-launch web site testing

• Solved browser compatibility, user and coding problems

• Created strong multimedia content e.g. high quality interactive photo gallery of Near Eastern artifacts

Freelance web design (2007 – 2010)

• Created a distinctive web presence for a range of organizations

- Optimized sites for search engine ranking
- Directed migrations from flat sites to interactive CSS sites

Volunteer / independent work while raising infants (2001-2007)
- HTML formatting and copy-editing articles for the *Internet Encyclopedia of Philosophy* (a cross university online resource) 2007
- Worked on novel (near future thriller)

Trainer, Kensington & Chelsea Local Authority, London, UK (1993-2000)
- Designed multiple English, communication skills and math courses reflecting needs of learners
- Proposed, designed and marketed a new integrated IT, math and English course
- Liaised with software vendors and installed computer hardware and multimedia software
- Compiled a report comparing different assessment instruments & conducted student assessments and course evaluations

Lecturer, Kensington & Chelsea College, London (1995-1998)
- Designed courses and delivered instruction in English and math

Computer Operator, Manpower, Design Council, Intervisual Advertising, BT, UK (1983-89)
- Prepared data for computerized interactive display in Design Council gallery

Professional Training
- Essentials of Management – University of Pennsylvania (2014)
- CITI Certification – Human Subjects Research (2010)
- Certificate in Web Site Design (Temple University 2006)
- Certificates in Educational Assessment / Standards Verification (London 1998-1999)
- Adult Education Teacher's Certificate (London 1993- 1994)
- Certificate in Teaching Literacy (London 1993)

Education
- BA Honors in Philosophy, King's College, University of London, UK (1992)
- Post-baccalaureate studies in linguistics, Arabic, creative writing 2011-2013 (University of Pennsylvania)

Publications
- Graff, D., Walker, K., Strassel, S., Ma, X., Jones K. and Sawyer A. (2014) The RATS Collection: Supporting HLT Research with Degraded Audio Data. Linguistic Data Consortium, Philadelphia, PA. https://www.ldc.upenn.edu/sites/www.ldc.upenn.edu/files/lrec2014-rats-collection.pdf
- Strassel, S., Walker, K., Jones, K., Graff, D. and Cieri, C. (2012) New Resources for Recognition of Confusable Linguistic Varieties: The LRE11 Corpus. https://www.ldc.upenn.edu/sites/www.ldc.upenn.edu/files/odyssey2012-new-resources-lre11.pdf

Other Skills
- IT skills:HTML, CSS, JavaScript, Adobe Creative Suite, Microsoft Office, Dreamweaver, Wordpress
- Web development sample sites:
    - http://www.sas.upenn.edu/nelc
    - http://www.autism-language-therapies.com