

Karen Jones

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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
- Develop plans & timelines for satisfying project requirements
- Oversee development of project guidelines and specifications
- Manage part-time and full-time staff
- Prepare and submit monthly reports to project sponsor
- Plan and coordinate technical tasks in support of speech collection projects
- Develop training and quality assurance procedures for annotation tasks
- Represent collection and annotation efforts to project sponsor and research organizations

Lead Annotator, LDC, University of Pennsylvania (2010 – 2012)

- 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 annotation 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 artefacts

Freelance web design (2007 – present)

- 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)

IT Skills

- HTML, XHTML, CSS, JavaScript, Adobe Creative Suite, Microsoft Office, Dreamweaver,
- Web development sample sites:
<http://www.sas.upenn.edu/nelc>
<http://www.autism-language-therapies.com>