

# Casey Lees

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Vancouver, BC, Canada

www.caseylees.com

## **Job Experience:**

### **Archive / Visual Researcher**

(January 2014 – Present)

- ◆ Utilized strong online research skills to find requested visual material for TV documentaries, identify copyright owners, and negotiate licensing rights
- ◆ Maintained archive database and tagged descriptive metadata for production's b-roll, archives, research materials, and stock video
- ◆ Created documentation of episode timecode logs, archive budgets, notes flagging content with legal or sensitive concerns, and final documentation
- ◆ Was consistently contracted over 4 years by CMJ Productions II Inc. for multiple series. Credited on 7 TV shows (over 100 episodes in total)

### **Data Quality Coordinator** – University of British Columbia, Development and Alumni Relations, Vancouver, BC (October 2019 – October 2020)

- ◆ Maintained database of sensitive personal information and updated records through cleansing large excel files and batch uploads
- ◆ Conducted research on individuals and organizations to assist development
- ◆ Assisted IT colleagues with debugging and documenting new script tools and automation processes

### **Forensic Genealogical Researcher** – HeirSearch.com, Vancouver, BC (September 2018 – September 2019)

- ◆ Identified, located, and proved heirs for legal estate and trust matters
- ◆ Utilized online proprietary and genealogical databases with sensitive personal information on a daily basis to conduct research and locate individuals
- ◆ Contacted clients and heirs regarding research needs and sensitive matters
- ◆ Wrote research summaries, reports, and affidavits with the thorough diligence and writing quality necessary to be accepted as evidence in court

### **Archive Intern and Consultant** – Canadian Jewish Congress National Archive (2012 - 2013)

- ◆ Appraised/described/catalogued archival material to RAD standards
- ◆ Filled research inquiries by locating requested material
- ◆ Consulted on donation acquisition, acted as donor-archive liaison

### **Digitization Project Assistant** – Rare Books and Special Collections, McGill University (2012 - 2013)

- ◆ Digitized and handled fragile old rare books, quality checked OCR
- ◆ Coded XML metadata for bibliographic description in EAD standard
- ◆ Co-wrote reports, academic papers, and created content for project blog

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## **Education:**

- ◆ McGill University, Master of Library and Information Studies - Archives (2013)
- ◆ McGill University, B.A. - double major in Humanistic Studies and History (2011)
- ◆ Vanier College, D.E.C., Liberal Arts Honours Program (2007)

## **Computer Skills:**

- ◆ Microsoft Office - Word, Excel, PowerPoint, Outlook
- ◆ Image and video editing software
- ◆ Strong online research and database use skills
- ◆ Collaboration tools and VPNs required to work remotely
- ◆ Touch typing, 64 words typed per minute, 320 characters typed per minute

## **Filmography**

IMDb page: <http://www.imdb.com/name/nm8531919/>

### **Visual / Archive Researcher**

- ◆ Celebrity Legacies (2014-2015) – 26 episodes TV documentary series
- ◆ Wheels That Fail – Seasons 1 and 2 (2014 - 2018) – 16 episodes TV clip show
- ◆ A Stranger In My Home - Season 3 (2016) – 26 episodes TV docudrama series
- ◆ Million Dollar Genius (2016) – 1 episode TV documentary series
- ◆ How The World Ends (2016) – 6 episodes TV documentary series
- ◆ The Know It All Guide To... (2017) – 12 episodes TV documentary series
- ◆ Above the Drowning Sea (2017) – documentary film (uncredited)
- ◆ Rev'd Up (2018) – 13 episodes TV clip show
- ◆ The Search - Manufacturing Belief (2019) – documentary film
- ◆ British Columbia: An Untold History (2021) – 2 episodes documentary series

## **Bibliography**

- ◆ Sharon Rankin and Casey Lees, (2015), "The McGill Library Chapbook Project: A case study in TEI encoding", OCLC Systems & Services: International digital library perspectives, Vol. 31 Iss 3 pp. - Permanent link to this document: <http://dx.doi.org/10.1108/OCLC-07-2014-0030>

## **Languages:**

- ◆ English
- ◆ French (basic reading)

## **Citizenship:**

- ◆ Canadian and American (dual citizen)