

<p>OVERVIEW</p>	<p>Paula Lederman has over twenty years' experience in Information Management include records management, information management, library and archives management, taxonomy and digital preservation. Mrs. Lederman focuses on helping organizations apply best practices in a practical and economical way so that the objectives of managing a compliant information management program can be implemented within an organization's financial and cultural resources.</p> <p>Paula's diverse experience in business and government environments, records management, information governance and digital preservation gives her a unique perspective on finding, protecting information of all types and media by providing insight and creative solutions. Her experience in training and teaching provides strong communication skills for communicating the details of effective information to executives and operational staff.</p>
<p>CONSULTING PROJECTS</p>   	<p>United Nations (New York, NY; Bonn, Germany) As a certified vendor to the wide range of United Nations Organizations Paula has provided services to the United Nations Secretariat (Records and Archives), UNICEF and the United Nations Framework Convention on Climate Change. These projects have involved assessment of records and archive programs; development of taxonomies, functional classifications and records retention schedules; assessment of archives; records management software integration oversight; digitization project; and, training for digital preservation.</p> <p>Hydro One (Toronto, Ontario) Conducted a large project for Hydro One over two years to assess the records management and information governance program for a large provincial energy transmission company, and developed foundational information management policies, classifications, retentions, information governance and implementation plans. Integrated with electronic content management systems utilizing SharePoint and OpenText.</p> <p>Canadian Blood Services (Ottawa, Ontario) Conducted a review of the Information Governance and strategy for Canadian Blood Services, and integration requirements for use of electronic content management system.</p>



Valeant Pharmaceuticals (Toronto, Ontario, New Jersey, Virginia, Winnipeg, Puerto Rico, Barbados)

Assessed the information management and recordkeeping program, and developed policies, retention and classification program, content and records management requirements and interfaced with implementers of SharePoint system. Oversaw relocation of records from one country to another resulting from closing of manufacturing facility abroad. Oversaw divesture of one segment of business and split of electronic and paper documents resulting from sale.



Cameco (Saskatoon, Saskatchewan)

Developed a roadmap for implementation of an Electronic Information Management system for a multi-national uranium mining company.



Deloitte (Toronto, Ontario)

Developed a strategy to implement a knowledge management system and taxonomy for **Deloitte** National Services, Canada, using SharePoint, across functions, industries, locations, consistent with global strategies, including change management, taxonomies, process, and implementation.



City of New York (New York, New York)

Multiple assignments for the City of New York including the Records and Archives Department, Office of Emergency Management, and New York Economic Development Corp. Assignments involved an intensive Value Assessment of the New York City Department of Records and Archives operations for the Office of Budget in developing a long term strategy for capital and operational expenditures. Issues included long term physical records storage with over 1 million cubic feet of records stored, retention schedules, staffing, Accutrac records management system, and archives operations. For the Office of Emergency Management undergoing relocation developed a records program, implementation of retention schedule, update of retention schedule, and file migration for physical and electronic records. For NYC Economic Development provided oversight in development and application of retention to electronic records and transition to electronic document and records management system.




Maple Leaf Foods (Toronto, Ontario)

Establishment of electronic records management program for legal records and agreements for the Corporate Secretary of **Maple Leaf Foods** including contracts, deeds and closing books. Reconfigured storage space and used Opentext Livelihood system for correspondence management and legal documents.



Many additional project descriptions available upon request.

<p>EXPERIENCE</p> 	<p>2006-present. IMERGE Consulting, Inc. Partner. Paula joined IMERGE in 2006 as Principal; in 2014 she was made a partner in the firm. Her work includes many projects in energy, pharmaceuticals, health, archives, libraries, municipalities and many profit and not for profit organizations.</p>
<p>EDUCATION</p>	<p>BSc, University of Toronto (Computer Science) MLS, University of Toronto (Library and Information Science) MBA, Schulich School of Business, York University</p>
<p>CERTIFICATIONS</p>	<p>Enterprise Records Management Master, AIIM</p>
<p>SPEAKING</p>	<p>Paula has spoken to many international (US and Canada) ARMA and AIIM chapters, legal technology groups, and library and archives on a variety of topics including Information Governance, Digitization of Collections, Auto-Classification and Long Term Digital Preservation.</p> <p>Paula also serves as Course Coordinator and Instructor for the University of Toronto School of Continuing Studies Certificate Program in Records and Information Management.</p>
<p>PROFESSIONAL</p>	<p>Paula is a member of the following professional organizations: AIIM – Information and Image Management ARMA – Records and Information Management SAA – Archives and Digital Preservation</p>