

## CAREER SUMMARY

- *Scholar with experience in the Public Humanities*, including program development and evaluation.
  - *Experience in database management*, with up-to-date technical knowledge, budgeting, and data analysis.
  - *Passion and strength for building long-term relationships* across organizations and advising.
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## AREAS OF EXPERTISE

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|-------------------------|---------------|----------------------|
| ▪ Quantitative analysis | ▪ Research    | ▪ Collaboration      |
| ▪ Qualitative analysis  | ▪ Budgeting   | ▪ Event planning     |
| ▪ Customer service      | ▪ Programming | ▪ Project management |
| ▪ Database management   | ▪ Writing     | ▪ Time management    |
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## PROFESSIONAL EXPERIENCE

**Response: Journal of Popular and American Culture**, <https://responsejournal.net/> Feb. 2019 – Present  
*Peer-reviewed open-access journal run by the Mid-Atlantic Popular and American Culture Association*

### Assistant Production Editor

Responsible for preparing articles and features for online publication.

- *Review submissions* of manuscripts alongside managing editors for suitability for publication.
- *Represent journal at conferences and advise potential authors* on submission guidelines and journal scope.

**Rhode Island Council for the Humanities**, Providence, RI

Nov. 2017 – Feb. 2018

### Outreach and Communications Intern

Contracted to promote Rhode Tour through social media, in-person events, and community partners.

- *Wrote a guide for Google Analytics for Public Humanities projects.*
- *Analyzed the impact of outreach efforts*, including a 2% increase in followers on Facebook and Twitter and a 20% increase in website traffic in 3 months.

**Africana Studies Program, University of Rhode Island**, Kingston, RI

Sept. 2016 – May 2018

*Interdisciplinary program that explores the history, culture, politics, and economics of people of African origin.*

### Graduate Administrative Assistant

Worked to support faculty, staff, and students in the program and allied departments to increase knowledge and engagement with the rich diversity of African and African American social, cultural, political, and historical development.

- *Strengthened relationships with University departments and services* to increase the impact of the program, notably through planning and hosting events.
- *Oversaw the student magazine, Kasa*, soliciting student writing, editing selected articles and features, and producing the final magazine.

**Graduate School, University of Rhode Island**, Kingston, RI **Oct. 2015 – Aug. 2016, June 2018 – Aug. 2018**

**Office Assistant**

Aided full-time office staff during a transitional period to support potential and current graduate students.

- *Processed and analyzed job placement data for recent graduates* for university-wide evaluation of graduate outcomes and suggested improvements for future surveys.
- *Advanced customer service for potential and current graduate students* to aid students in all stages of graduate study, from application to graduation.

**Residence Life, Simmons College**, Boston, MA

**Oct. 2012 – May 2014**

**Office Manager (2014); Graduate Office Assistant**

Provided essential support to undergraduate and graduate students, families, residence life staff, other college offices, and community members, as well as completing administrative tasks.

- *Maintained databases* of room assignments and incident reports to allow for accurate accounting and response to residential students.
- *Oversaw the 2015 Housing Lottery and 2014 Summer Housing assignments*, including billing, to provide seamless transitions as Residence Life reorganized roles and duties.

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## EDUCATION

**Ph.D., English** | University of Rhode Island, Kingston, RI (2020)

*Graduate Dissertation Fellow 2019-2020, Student Excellence in the Humanities 2019, Teaching Assistant 2016-2019*

**M.A., English** | Simmons College, Boston, MA (2014)

*Teaching Assistant 2013*

**B.A., English** | Montclair State University, Montclair, NJ (2012)

*Summa cum laude, University Honors, Honors in English, minors in French and studio art*

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## SERVICE

**Diversity and Inclusion Badge Program, University of Rhode Island**

**Apr. 2019 – present**

Served as Graduate Student Investigator on an IRB-approved study to assess the program and the need for similar programs serving graduate students on-campus by expanding opportunities for graduate students to have conversations about diversity and inclusion.

- *Solicited, collected, managed, and analyzed* feedback on the program through surveys and follow-up interviews to produce a report of the program and possible expansion.

**Methods of Teaching Literature, University of Rhode Island**

**May 2018 – Dec. 2019**

Peer trainer for a teaching practicum in the English department.

- *Trained, observed, and advised teaching assistants* in their first semester as sole instructors of literature courses at the university, focusing on pedagogy and best practices.

**Revolt! Student Protest from 1968 to Today**

**Jan. 2018 – Sept. 2018**

Humanities symposium focused on activism and advocacy.

- *Spearheaded planning*, including budget development, management, and reporting and fundraising.

**Graduate Student Conference at the University of Rhode Island**

**June 2016 – May 2017**

Co-chair of the annual interdisciplinary graduate student conference with over 100 presenters, managing a team of 22 volunteers and a budget of over \$14,000.

- *Prepared and managed proposal review* for committee reviews and meetings.