

Julia Lucas

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Work Experience:**Graduate Research Assistant****Virginia Polytechnic Institute**

Major Williams Hall, Stanger St. #0117

Blacksburg, VA

1/2024 - Present

Hours per week: 20

Duties, Accomplishments and Related Skills:

Duties expected of this position include auditing interview transcripts, making video indexes, entering a biography of the interviewee onto the assigned website, editing audio and video into short 3-5 minute clips. I have accomplished two of three assigned interviewees and my work has been placed on an online platform for public viewing. Skills that are required of this position include knowledge of audio and visual editing on Apple products, use of shared University harddrives in collaborative projects, and use of Scalar web building.

Supervisor: Melanie Kiechle (540-231-5331)

Okay to contact this Supervisor: Yes

Research Assistant**Virginia Polytechnic Institute**

Major Williams Hall, Stanger St. #0117

Blacksburg, VA

2/2023 - 12/2023

Salary: \$20.00 USD Per Hour

Hours per week: 10

Duties, Accomplishments and Related Skills:

Designed and built a University-affiliated website using WordPress. "The Merry Tree" site has been live since Fall 2023. The site has historical references to the Atlantic Slave Trade, slavery at Smithfield Plantation in Blacksburg, and the descendants of those who were enslaved by the Preston Family.

<https://themerrytree.vt.domains/>

Graduate Teaching Assistant**Virginia Polytechnic Institute**

Major Williams Hall, Stanger St. #0117

Blacksburg, VA

8/2023 - 12/2023

Hours per week: 20

Duties, Accomplishments and Related Skills:

Assisted tenured professor in teaching two in-person History seminars. Duties required me grading quarterly exams and essays of a class of 32 students in one, and 12 students in the other. Being in regular contact with students via email was crucial in creating a rapport and in ensuring the success of students.

Supervisor: Ed Gitre (540-231-5331)

Okay to contact this Supervisor: Yes

Graduate Teaching Assistant: Public History Administrative Assistant**Virginia Polytechnic Institute**

Major Williams Hall, Stanger St. #0117

Blacksburg, VA

1/2023 - 5/2023

Hours per week: 20

Duties, Accomplishments and Related Skills:

The goal of this position was to update and maintain contacts with Alumni of the History Department at Virginia Tech. Outreach and communication allowed for a Spring 2023 Alumni Newsletter, designed and distributed by me.

Supervisor: LaDale Winling (540-231-5331)

Okay to contact this Supervisor: Yes

NEH Graduate Administrative Assistant

Virginia Polytechnic Institute Center for Humanities

010A Liberal Art and Human Sciences Building, 200 Stanger St

Blacksburg, VA

1/2023 - 12/2023

Hours per week: 20

Duties, Accomplishments and Related Skills:

Provided logistical support for a National Endowment for the Humanities (NEH) Institute hosted by Virginia Tech in June 2023. "Crossing Divides: Connecting Veterans, Teachers and Students through Oral History" was a two-week summer program for K-12 Educators wanting to incorporate Veteran Studies into their curriculum. Tasked with promoting and designing social media posts on various platforms.

During the Institute, drove a passenger van for the participants and was acting liaison between them and my supervisor.

Attending most sessions allowed me to gain knowledge and skills for interviewing veterans and learn audio and visual equipment skills to produce interviews for cataloging in the Library of Congress' Veterans History Project.

Supervisor: Jason Higgins (540-231-9120)

Okay to contact this Supervisor: Yes

Materials Management Specialist

Carilion New River Valley Medical Center

2900 Lamb Circle

Christiansburg, VA

3/2022 - 8/2022

Salary: \$17.00 USD Per Hour

Hours per week: 40

Duties, Accomplishments and Related Skills:

As a Materials Specialist, it was crucial to ensure correct inventory for the warehouse and small distribution areas around the hospital using spreadsheet management. Inventory systems would be updated daily in order to keep up with accurate and timely purchases. Monitors supplies for proper labeling, expiration dates and integrity of packaging. Requisitions, receives and stocks supplies for assigned area. Performed the requisitioning, inspecting, receiving, and stocking of inventory items for maintaining the appropriate par levels.

Sanitizing and restocking medical equipment for medical staff use for assigned area.

Supervisor: Glenda Williams (540-731-2000)

Okay to contact this Supervisor: Yes

Curatorial Assistant

Christiansburg Institute Museum and Archives

125 Arrowhead Trail

Christiansburg, VA

6/2021 - 3/2022

Hours per week: 10

Duties, Accomplishments and Related Skills:

My time at the Christiansburg Institute began with research and digitization of collections using scanners and PastPerfect software. I volunteered my time for regular museum operations and research. Collaboration with museum Curator, Director, and Board Members to ensure smooth operations.

Supervisor: Jenny Nehrt (540-251-3160)

Okay to contact this Supervisor: Yes

Assistant to Department Secretary, Work Study

Radford University Department of History

965 E Main St

Radford, VA

8/2020 - 4/2021

Hours per week: 20

Duties, Accomplishments and Related Skills:

File, copy, and sort confidential documents; oversee the department's front desk and accommodate visitor's needs.

Supervisor: Sharon Hepburn (540-831-5149)

Okay to contact this Supervisor: Yes

Education:

Virginia Polytechnic Institute Blacksburg, VA United States

Master's degree 2024

GPA: 3.5 of a maximum 4.0

Major: History

Relevant Coursework, Licenses and Certifications:

Public History Certificate Digital Humanities - R programming

Radford University Radford, VA United States

Bachelor's degree 4 / 2021

GPA: 3.7 of a maximum 4.0

Major: History **Honors:** Magna Cum Laude

Auburn High School Riner, VA United States

High school diploma or equivalent 5 / 2017

GPA: 3.69 of a maximum 4.0

Language Skills:

Language Spoken Written Read

French Novice Novice Novice

Affiliations:

Virginia Tech History Graduate Student Association - Member

Auburn United Methodist Church - Choir Member

Snowville Christian Church - Former Youth Leader

Professional Publications:

Digital Archives Portfolio 2020, Jan. 2020 – May 2020

Radford University

The published website has transcribed documents of Civil War Courts Martial, the World War I letters from my great-great grandfather, and the biographies of all corresponding soldiers.

<https://shepburn13.wixsite.com/amandasgroup>

Digital Archives Portfolio 2021, Jan. 2021 – April 2021

Radford University

A collection of letters between a man from Pulaski County and a woman from Floyd County in the 1890s Virginia. Transcriptions and digitized images are on this platform for public viewing. Other smaller collections of letters from the same time period are included. The man, Mr. Charles Eldred Bones, later became Sheriff of Pulaski County. Official documents and genealogical research are also present on this site to confirm our findings.

<https://shepburn13.wixsite.com/ruhist-400spr2021>

Public History Portfolio 2022, Aug. 2022 – Dec. 2022

Virginia Tech

I designed this published website in partnership with the Fairfield Foundation. It showcases the connections between food ways and the Fairfield Plantation in the early nineteenth century.

<https://sites.google.com/vt.edu/fairfield-foundation-food-ways/home>

References:

| Name | Employer | Title | Phone | Email |
|--------------------------|--|-----------------------------------|--------------|----------------------------|
| Jenny Nehrt (*) | Christiansburg Institute Museum and Archives | Curator | 540-251-3160 | nehrtjl@vt.edu |
| Sharon Roger Hepburn (*) | Radford University Department of History | Department Chair | 540-831-5287 | shepburn@radford.edu |
| Andrea Estes (*) | Carilion New River Valley Medical Center | Materials Management Specialist 3 | 540-731-2000 | amestes@carilionclinic.org |

(*) Indicates professional reference
