

Ashley Hemm

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OVERVIEW

Demonstrated outstanding research, writing, and organizational skills. Highly experienced working collaboratively across disciplines and institutions. Over 15 years of experience designing and maintaining workspaces in SharePoint, Excel, and G Suite.

EDUCATION

University of Miami, PhD, English	December 2023
University of New Orleans, M.A., English	December 2015
University of New Orleans, B.A, English	December 2012

DISTINCTIONS

Outstanding Graduate Research Assistant, University of Miami Graduate School	2020
Outstanding Graduate Student, University of New Orleans English Department	2015
Quarante Club Award, University of New Orleans	2012

SELECTED WORK EXPERIENCE

University of Miami. Coral Gables, FL	January 2024 – present
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Postdoctoral Research Fellow

- Researcher with CONNECT, an NSF-funded multi-institutional, interdisciplinary team which investigates online extremism and conspiracy theories. Lead author on article in progress which analyzes mass shooters, the manifestos they write, and the online communities they inhabit.

University of Miami. Coral Gables, FL	August 2017-December 2023
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Research Fellow, Project Manager, Instructor

- Researcher with CONNECT, an NSF-funded multi-institutional, interdisciplinary team which investigated online extremism. Multifaceted projects included training graduate student coders to analyze high volumes of documents, analyzing coding results, seeking out and analyzing mass shooter manifestos and other extremist documents.
- Project manager with Mellon-funded multi-institutional, interdisciplinary team which used digital humanities techniques to analyze humanities discourse in news, social media, and surveys. Researched, drafted, and managed IRB application and eventual exemption status. Managed team of fellow graduate students during transition to remote and international due to COVID-19; created and disseminated Qualtrics surveys; created and conducted focus groups; coordinated with West Coast teams to conduct six-week boot camp to interpret data and publish findings.
- Research assistant with HistoryMiami, local history museum. Cleaned museum archive metadata across multiple platforms in preparation to upgrade software. Assisted with finding and flagging items for the Queer Miami Exhibit.
- Instructor of record of first-year composition and American Studies
- Served as senator-at-large, Secretary, and Student Life Officer for Graduate Student Association. Created and coordinated numerous social events for graduate students across all three campuses. Advocated for graduate student equity, including the successful waiving of all student health insurance costs.

University of New Orleans. New Orleans, LA**August 2015-May 2017**

Coordinator Associate of First-Year Writing and Creative Writing, Instructor

- Provided administrative support for First-Year Writing Program (FYWP). Coordinated English placement, including proctoring and scoring exams. Assisted with FYWP faculty meetings, TA training, and faculty orientation. Served on Common Read committee, and helped to select the Common Read book and plan campus-wide events.
- Provided administrative support for MFA program. Duties included coordinating exams and thesis defenses with committees and the Graduate School; received and prepared MFA applications for program director; organized and coordinated annual MFA graduation banquet.
- Assisted English Department chair with administrative tasks, including creating and maintaining faculty evaluation documents; planning and hosting events, including monthly talks, annual department Alumni Night, and faculty presentations.
- Taught first-year composition in conjunction with Student Support Services, which provided extra tutoring and other services for students in need.

University of New Orleans. New Orleans, LA**August 2013-May 2015**

Graduate Service Assistant, Graduate Teaching Assistant

- Assisted English Department staff and faculty as needed. Duties included alumni outreach, researching programs at peer institutions, and maintaining and organizing student and alumni databases.
- Instructor of record for first-year composition. One of two TAs selected to teach introduction to research in the spring.

Marine Technologies, LLC. Mandeville, LA**July 2008-August 2013**

Project/Service/Logistics Assistant

- Co-designed and maintained SharePoint database, including controlled documents as well as global project, vendor, and customer lists. Trained employees across all departments on SharePoint procedures.
- Prepared and maintained Quality Management System in order to apply for and retain ABS and ISO 9001 certification.
- Created and maintained company documentation, including templates for letterhead, timesheets, expense reports, service job reports, and repair reports, as well as general guidelines and some company policies. Created, maintained, and helped to bill out service jobs, parts sales, and repairs.
- Coordinated meetings and travel between company's four branches in the United States, Norway, Brazil, and Singapore.

SKILLS

PeopleSoft, OnBase, Microsoft Office (including Word, Excel, PowerPoint, Visio, Outlook, and InfoPath), Microsoft SharePoint, Microsoft Dynamics SL 7.0, Qualtrics, Google G Suite, HTML, CSS, some Python.

References available upon request.