

Julie Hawks

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EDUCATION

- Ph.D. American University, Washington, DC
History, 2021
Dissertation: “Mobilizing America: Traveling Publicity Campaigns and America’s Social Imaginaries”
Exam Fields: U.S. History Since 1865, Public History, African American History
- M.A. University of North Carolina at Charlotte, History (Public History concentration)
M.A. University of North Carolina at Charlotte, Religious Studies
M.S. Simmons College, Boston, MA, Library Science
B.S. Eastern Connecticut State University, Willimantic, CT, Mathematics

CERTIFICATES AND LICENSES

Society of American Archivists
Digital Archives Specialist (DAS) Certificate

North Carolina Public Librarian Certification

TECHNICAL AND NEW MEDIA SKILLS

- XML, HTML, SQL, JavaScript, Perl, WordPress, Islandora, Omeka, Story Maps, EndNote, Slate, Banner, Microsoft Office Suite, Google apps, PastPerfect, Photoshop, Canvas, Moodle, Blackboard
- Workflow design, digital archiving, video recording/editing, digital photography, web design, blogging, technical writing

PROFESSIONAL EXPERIENCE

Data Quality Assurance Specialist

Undergraduate Admissions, University of North Carolina at Charlotte

November 2023 – Present

Acts as technical lead for the Admissions Operations Team, supporting complex data workflows and operational systems. Serves as the office Banner expert, maintaining the accuracy and integrity of applicant and organizational records across Slate CRM and Banner SIS. Designs and manages advanced Slate queries and reports to support operational decision-making and data quality assurance.

Troubleshoots data discrepancies using Banner outputs, WebFOCUS reports, Census and Registrar error reports. Manages the Operations Ticket Request system, prioritizing and resolving technical and data-related issues to ensure operational continuity. Collaborates with Institutional Research and Registrar teams to resolve data inconsistencies and support institutional reporting standards and data governance. Oversees Slate organization records and coordinates Banner school data updates with Institutional Research.

Archives Technician

National Archives, 8601 Adelphi Road, College Park, MD 20740

September 26, 2022-June 22, 2023

Supported public access to archival holdings and maintained physical and intellectual control of federal records. Responsibilities included reference services, researcher assistance, accessioning, processing, preservation, and reformatting of analog and electronic records.

Provided written and oral first-line reference assistance in response to onsite and remote inquiries, using complex finding aids and archival systems in both electronic and analog formats. Monitored researcher use of records and equipment, directed researchers to appropriate NARA resources, and completed record pulls, refiles, and tracking system updates.

Website Quality Assurance Specialist

Townsquare Interactive, 200 S Tryon St Suite 400, Charlotte, NC 28202

February 14, 2022-September 15, 2022

Performed manual quality assurance testing of commercial websites across multiple browsers and platforms, including desktop and mobile devices. Verified functionality, usability, and accuracy of client content. Documented and reported issues clearly for resolution.

Collaborated with Design, Content, SEO, and Development teams to identify and resolve defects, contributing to timely delivery of client-ready websites.

Graduate Research and Teaching Assistant

American University, 4400 Massachusetts Ave NW, Washington, DC 20016

August 29, 2016-May 9, 2020

Public History & Digital Humanities (Humanities Truck)

Technical Lead, August 2018–May 2019; January–April 2020

Served as technical lead for the Humanities Truck, a Mellon- and Luce-funded mobile public humanities project directed by Professor Dan Kerr. Developed and maintained HumanitiesTruck.com using WordPress; photographed and videorecorded public events; edited media; and managed long-term digital preservation through the project's Islandora community archive.

Established documented workflows for ingesting digital assets, created controlled vocabularies and metadata standards, and mapped data to MODS. Wrote Perl scripts to generate XML from Excel spreadsheets and executed batch uploads into Islandora. Designed and documented workflows for interactive oral history transcripts. Transcribed and indexed 40+ oral histories; authored detailed tutorials and trained project staff.

Collaborated with faculty, fellows, and graduate students to produce public-facing digital content, including blog posts, StoryMaps, and the online exhibition *Community History Snapshots*.

Teaching Assistant

Assisted in undergraduate instruction across multiple courses. Facilitated online and in-person discussions, graded papers and exams, held office hours, and supported students in developing college-level writing and research skills.

Museum Manager

Stanly County Public Library, 133 East Main Street, Albemarle NC 28001

July 16, 2014–November 30, 2015

Managed museum operations within a public library system, overseeing collections, historic properties, volunteers, and public programming. Audited and reconciled electronic records in PastPerfect against artifact and photograph inventories. Developed remediation plans for data quality issues, including re-digitization of 5,000+ photographs scanned at inadequate resolution.

Accessioned artifacts and photographs; managed donations, loans, and deaccessions. Documented procedures and trained volunteers and interns in digitization standards, metadata entry, and collections management.

Provided reference services and specialized historical research for patrons. Managed eight volunteers and three interns. Delivered public presentations and conducted outreach through newsletters, websites, blog posts, Facebook, and YouTube.

Curated three physical and digital exhibitions, conducting original archival research and authoring exhibit scripts, labels, and interpretive text. Exhibits included *Rosenwald Schools and the Kingville Community*, *First Peoples Exhibit*, and *The Kron Family: Life on Attaway Hill*.

Led community-engaged collecting initiatives to address gaps in African American representation in museum holdings. Built partnerships with local leaders, conducted oral history interviews with Rosenwald School alumni, and incorporated donated artifacts and photographs into the permanent collection.

Adjunct Faculty, Religious Studies Department

University of North Carolina at Charlotte, 9201 University City Blvd, Charlotte, NC 28223

January 8, 2014–August 10, 2018

Developed course curriculum and taught in-person and online courses to undergraduate students. Ran online and in-class discussions. Graded papers and exams. Assisted students to develop college-level writing skills. Technical liaison to Religious Studies faculty, providing Moodle and Canvas technical training/support.

Software Quality Assurance Engineer

Genesys Software Systems, Inc., 5 Branch Street, Methuen, MA 01844

June 2008–June 2010

Installed, configured, and managed Windows test environments. Wrote test plans and test cases. Executed manual tests for online products and legacy software system. Wrote Perl scripts and DOS batch jobs. Submitted issues to bug tracking database. Wrote product documentation and training materials. Supported and trained quality assurance personnel located in Shanghai, China.

Librarian Assistant

Burlington Public Library, 22 Sears Street, Burlington, MA 01803

November 2007–June 2008

Provided reader advisory, collection development, and technology support for children, young adults, and adults. Purchased materials and weeded collections. Trained members of Children's department on intermediate and advanced uses of Word, Excel, email, and other computer/web applications. Created and managed MySQL application to manage teen summer volunteer program.

Freelance Book Indexer and Proofreader

Self-employed

September 2002–December 2016

Created software-generated back-of-the-book indexes using InDesign or FrameMaker. Proofread and edited academic manuscripts.

Sr. Software Quality Assurance Engineer

MediaMap, Inc., 215 First Street, Cambridge, MA

June 2000–June 2001

Installed, configured, and managed Windows test environments. Wrote test cases for manual and automated tests. Submitted issues to bug tracking database. Tested online usability and security issues. Wrote product documentation and training materials.

Sr. Software Quality Assurance Engineer

Lotus Development Corporation/IBM, 55 Cambridge Parkway, Cambridge, MA

January 1995–June 2000

Installed, configured, and managed Windows test environments. Wrote test plans and cases for manual and automated tests. Submitted issues to bug tracking database. Wrote product documentation and training materials. Set up and managed equipment, and demonstrated eSuite software at Lotus's international conference in Berlin in 1998. Wrote training curriculum and traveled across country delivering training to Lotus development partners in 1999.

EXHIBITIONS

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| 2019 | StoryMaps Exhibition Designer , <i>Community History Snapshots</i> , Humanities Truck, American University, Washington, DC |
| 2018 | Online Exhibition Designer , <i>Class of 1968</i> , Humanities Truck, American University, Washington, DC |
| 2015 | Curator and Online Exhibition Designer , <i>Rosenwald Schools and the Kingville Community</i> , Stanly County Museum, Albemarle, NC |
| 2015 | Co-Curator and Online Exhibition Designer , <i>First Peoples Exhibit</i> , Stanly County Museum, Albemarle, NC (with intern Jacob Wynn) |
| 2015 | Co-Curator and Online Exhibition Designer , <i>The Kron Family: Life on Attaway Hill</i> , Stanly County Museum, Albemarle, NC (with volunteer Joyce Lambert) |

AWARDS/GRANTS/FELLOWSHIPS

Patrick Clendenen Dissertation Fellowship, 2020-2021
Valerie French and Robert Beisner History Fund, 2019-2020
Truman Library Institute Research Grant, 2018, 2019
Doctoral Student Research Scholarship, American University, 2018-2019
Friends of the UW-Madison Libraries Grants to Scholars, 2018
College of Arts and Sciences Research Grant, American University, 2017, 2018
Dorothy and Victor Gondos, Jr. Graduate Research Fellowship, 2017, 2018
College of Arts and Sciences Travel Grant, American University, 2017, 2018
Graduate Merit Fellowship, American University, History Department, 2016-2020
Pharr-Buchenau Travel Grant–UNC-Charlotte, History Department, 2015

TEACHING EXPERIENCE

Adjunct Faculty

University of North Carolina at Charlotte, *Religious Studies Department*

- RELS 1200: Introduction to Religious Studies: Past Objects, Present Identities (Fall 2016/Spring 2017 – online)
- RELS 3212: Film and Religion: Superheroes and Villains (Fall 2016 – online)
- RELS 3212: Film and Religion: Virtual Worlds, Game Play, and Religious Studies (Summer 2015/2016, Fall 2014/Spring 2015 – online)
- RELS 2000: World Religions Through Film (Fall 2015/Spr. 2016, 2017/Sum. 2017 – online)
- RELS 3212: Batman and Sacred Violence (Spr. 2014, Sum. 2014, 2015–online & in-person)
- RELS 3212: Violence and Identity (Summer 2014 – online)
- RELS 2000: Myth of the American Soldier (Spring 2014 – in-person)

Graduate Teaching Assistant

American University, *History Department*

- HIST 215: Social Forces that Shaped America, taught by Dr. Matthew Pembleton (Fall 2019)
- HIST 100: History, Memory, Changeable Past, taught by Dr. Eileen Findlay (Spring 2018)
- HIST 288: Oliver Stone's America, taught by Dr. Peter Kuznick (Fall 2017)
- HIST 100: History, Memory, and the Changeable Past, taught by Dr. Malgorzata J. Rymysz-Pawlowska (Spring 2017)
- HIST 208: African American History to 1877, taught by Dr. Theresa Runstedtler (Fall 2016)

Graduate Teaching Assistant

University of North Carolina at Charlotte, *Religious Studies Department*

- RELS 2109: Death and the Afterlife, taught by Dr. Joanne Maguire (Robinson) (Spring 2013)
- RELS 3242: Atheism, taught by Dr. Joanne Maguire (Robinson) (Fall 2012)
- RELS 3230: Race, Religion, and Murder, taught by Dr. Julia Robinson (Summers 2011/2012, Spring 2012)
- RELS 3212: Violence and Identity, taught by Dr. Joanne Maguire (Robinson) (Summer 2011 – online)
- RELS 3212: Race, Representation, and Film, taught by Dr. Joseph Winters (Spring 2012)
- RELS 3242: Philosophy of Religion: Natural, Unnatural and Supernatural, taught by Dr. Joanne Maguire (Robinson) (Fall 2011)

- RELS 2120: Christianity, taught by Dr. Joanne Maguire (Robinson) (Spring 2011)

PUBLICATIONS

Review of *Unfair Labor? American Indians and the 1893 World's Columbian Exposition in Chicago* by David R. M. Beck, *Journal of American Culture* 43, no. 2 (June 2020): 172-173.

Review of *Netflix Nostalgia: Streaming the Past On Demand* by Kathryn Pallister, *Journal of American Culture* 42, no. 4 (December 2019): 355.

“An Antiracist Approach to Researching and Writing History,” *The Activist History Review*, September 18, 2019, <https://activisthistory.com/2019/09/18/an-antiracist-approach-to-researching-and-writing-history/>.

Review of *Runaway Hollywood: Internationalizing Postwar Production and Location Shooting* by Daniel Steinhart, *Journal of American Culture* 42, no. 3 (September 2019): 273.

Review of *How to Reach Japan by Subway: America's Fascination with Japanese Culture, 1945–1965* by Meghan Warner Mettler, *Journal of American Culture* 42, no. 3 (September 2019): 263-264.

Review of *Unsustainable Empire: Alternative Histories of Hawai'i Statehood* by Dean Itsuji Saranillio, *Journal of American Culture* 42, no. 2 (June 2019): 184-185.

Review of *The Comics Scare Returns: The Contemporary Resurgence of Horror Comics* by Terrence R. Wandtke, *Journal of American Culture* 42, no. 2 (June 2019): 170-171.

Various author interviews for *Black Perspectives*, <https://www.aaihs.org/black-perspectives/>

CONFERENCE PRESENTATIONS

“Enshrined Racism: Pullman Porters vs. U.S. Marines,” Loyola University Chicago HGSA Conference. Chicago, IL. November 2, 2019.

“The Cost of the Price of Freedom.” Annual Meeting of the National Council on Public History. Las Vegas, NV. April 19, 2018.

“Confronting Atomic Histories at the Manhattan Project National Park.” American University College of Arts and Sciences 28th Annual Robyn Rafferty Mathias Student Research Conference. March 24, 2018.

“After Effects: Witnessing and Myth.” American University's Summer Peace Tour 2016, Ritsumeikan University, Kyoto, Japan. August 3, 2016.

“Godzilla versus the Military-Entertainment Complex.” 28th Annual Graduate History Forum. UNC-Charlotte Graduate History Association Conference. February 27, 2016.

“Constellations of Redemption in the Inner City in Satoshi Kon's Tokyo Godfathers.” American Academy of Religion Annual Meeting. Religion, Film, and Visual Culture. Chicago, IL. November 18, 2012.

PROFESSIONAL AFFILIATIONS

National Council on Public History
Oral History Association