

EDUCATION

University of Miami

Bachelors of Science in Neuroscience
Bachelors of Arts in Computer Science and Philosophy

Coral Gables, Florida
May 2022

RESEARCH EXPERIENCE

Child and Adolescent Mood and Anxiety Lab

Research Assistant
Advisor: Jill Ehrenreich-May Ph.D.

University of Miami, Dept of Psychology
January 2020 - June 2022

Enter and manage youth psychopathology data in research databases and spreadsheets, support the analysis of collected data using statistical software (such as SPSS, R, or Python), maintain accurate and organized records of study-related documentation, and attend research team meetings to discuss progress, share findings, and contribute to the development of new research ideas

The Moral Machine Research Project

Research Assistant
Advisor: Geoff Sutcliffe Ph.D. and Debra Lieberman Ph.D.

University of Miami, Dept of Computer Science
February 2021 - May 2022

Assist in the development and design of the research study, including creating study protocols, selecting appropriate research methods, and preparing data collection tools to help with the recruitment and screening of participants, and collect data using standardized measures and tools related to moral cognition, entering and managing data accurately in research databases and spreadsheets

CONFERENCE PROCEEDINGS

1. **Sharma A.**, Grassie, H., Ehrenreich-May, J. (2022, March 18). Using an Idiographic Outcome Measure to Assess the Effectiveness of Telemedicine Delivery of the Unified Protocols for Transdiagnostic Treatment of Emotional Disorders in Youth [Poster presentation]. ADAA Anxiety and Depression Conference, Denver, CO, United States.
2. **Sharma A.**, Grassie, H., Ehrenreich-May, J. (2021, November 19). Is the problem the solution: Evaluating idiosyncratic treatment outcomes in a transdiagnostic youth sample [Poster presentation]. ABCT 55th Annual Convention SIG Poster Expo, New York, NY, United States.
3. **Sharma A.**, Grassie, H., Ehrenreich-May, J. (2021, July 19). Is the problem the solution: Evaluating idiosyncratic treatment outcomes in a transdiagnostic youth sample [3-minute thesis presentation]. PRIME Summer Research, Coral Gables, FL, United States.
4. **Sharma A.**, Grassie, H., Ehrenreich-May, J. (2021, April 23). Is the problem the solution: Evaluating idiosyncratic treatment outcomes in a transdiagnostic youth sample [3-minute thesis presentation]. Research Creativity Innovation Forum, Coral Gables, FL, United States.
5. **Sharma, A.**, Grassie, H., Ehrenreich-May, J. (2021, April 26-30). Is the problem the solution: Evaluating idiosyncratic treatment outcomes in a transdiagnostic youth sample [Poster presentation]. Research Celebration, Coral Gables, FL, United States. (Conference canceled)
6. Sutcliffe, G., **Sharma, A.** (2021, May 25). Automated Theorem Proving: Morality Machine [Presentation]. Automated Reasoning with Legal Entities, Luxembourg, Germany.

TEACHING AND PROFESSIONAL EXPERIENCE

IMC Lab

Lab Manager and SSNAP Coordinator
Principal Investigator: Felipe De Brigard

Duke University
January 2025 - Current

Manage daily operations of a multidisciplinary research lab, ensuring efficient workflow, resource allocation, and adherence to university policies, coordinate communication between researchers, students, and university administration, fostering collaboration and timely issue resolution, review and maintain experimental protocols, data records, and compliance documentation, ensuring accuracy and alignment with institutional and ethical standards, support the preparation of grant proposals, progress reports, and publications by providing data and insights to inform decision-making, track project timelines, milestones, and resources to ensure successful research execution and adherence to deadlines, assist with the onboarding and training of lab members, including students and volunteers, in experimental procedures, data analysis, and lab safety protocols, identify and address potential challenges in research operations, escalating issues to the Principal Investigator when necessary, and maintain organized records of lab activities, research outputs, and correspondence, ensuring they are easily accessible for audits and reviews

No More Tears

Executive Assistant
Founder: Somy Ali

No More Tears Incorporated
August 2024 - January 2025

Email and communicate with supporters, donors, and volunteers to keep them informed about our initiatives and impact, handle inquiries and provide updates on fundraising campaigns and events, research and identify potential grant opportunities, prepare and submit grant applications, including writing compelling proposals and gathering necessary documentation, prepare and research questions for interviews to ensure meaningful and informative content, and write and design engaging social media posts to raise awareness and drive donations, create promotional materials for events, campaigns, and initiatives

FDOT

Contract Support Specialist
Supervisor: Michael Miller

Florida Department of Transportation
August 2024 - December 2024

Assist project managers in monitoring project progress and ensuring adherence to timelines, budgets, and contract requirements, coordinate communication between contractors, engineers, and other stakeholders, ensuring timely updates and issue resolution, review and maintain contract documentation, including project plans, change orders, and progress reports, ensuring accuracy and compliance with FDOT standards, support the preparation of project-related reports and presentations, providing data and insights to inform decision-making, track project milestones, expenditures, and deliverables to ensure successful project execution and compliance with state regulations, assist with the development and review of procurement documents, including requests for proposals (RFPs) and contract amendments, identify and mitigate potential risks in project execution, escalating issues to project managers when necessary, and maintain organized records of project documents and correspondence, ensuring they are easily accessible for project audits and reviews

Missouri CANHU

Social Worker Associate
Supervisor: Susan Holzschuh

Missouri Department of Social Services
March 2023 - August 2024

Collect detailed information from callers, including the nature of the concern, details about the child, and any relevant background information, assess the urgency and severity of the reported cases to determine the appropriate level of response and intervention, create detailed reports and summaries of

cases for review by supervisors and child protection agencies, effectively manage crisis situations, providing immediate support and guidance to ensure the safety and well-being of the child involved, and offer feedback and suggestions for improving hotline operations and response procedures based on experience and observations

City Year

Student Success Coach
Impact Manager: Amber Jenkins

AmeriCorps
August 2022 - March 2023

Assist students in developing essential study skills, organizational skills, and test-taking strategies, offer emotional and social support to students, helping them navigate personal challenges and build resilience, maintain accurate records of students' progress and interventions using this data to inform instruction and support, monitor students' academic progress and behavior, and assess their needs through regular evaluations and observations, participate in training and professional development sessions to stay current with best practices in education and student support, and collaborate with school staff to create project plans and development strategies for underrepresented students, ensuring academic and emotional growth

UQUEST Lab

Research Assistant
Advisor: Patricia G. Saab Ph.D.

University of Miami, Dept of Psychology
August 2021 - May 2022

Develop and design engaging and age-appropriate STEM curricula and lesson plans tailored to the needs and interests of the youth at the Overtown Youth Center, educating youth that are traditionally underrepresented in academic settings and longitudinally tracking their progress throughout the program, incorporate hands-on activities, experiments, and projects to enhance learning and retention, and foster a positive learning environment that encourages curiosity, critical thinking, and problem-solving

Lakeside Village Residential College

Community Assistant
Director: Kim Moncada M.S.

University of Miami, Housing and Residential Life
August 2021 - May 2022

Create and maintain a positive and inclusive community atmosphere by organizing and promoting engaging programs and activities that encourage student interaction and involvement, plan, promote, and execute educational, social, and recreational events that enhance the residential experience and foster community engagement, work with other campus departments and organizations to coordinate events and activities that support student development and well-being, maintain accurate records of incidents, resident interactions, and any relevant documentation required by the residential life office, and respond to and manage emergency situations and incidents, including health crises, safety concerns, and other emergencies, following established protocols

Up to Us Organization

Co Chair
Chapter Supervisor: Andrew Wiemer and Amrutha Chethikattil

University of Miami, Campus Chapter
August 2020 - May 2022

Develop and execute digital marketing campaigns aimed at promoting fiscal education and increasing campaign visibility, design and produce engaging digital content, including blog posts, social media updates, infographics, videos, and interactive media, to educate and inform the target audience about fiscal literacy, and identify and reach out to potential community partners, including schools, non-profits, businesses, and government organizations, to collaborate on fiscal education initiatives

Mahoney/Stanford Residential College

Desk Assistant

University of Miami, Housing and Residential Life
August 2020 - May 2021

Office Supervisor: Takeisha Forbes and Diana Gomes

Ensure the security of the premises by monitoring access points, issuing visitor badges, and enforcing check-in/check-out procedures. enter and update information into databases or management systems, including contact details, appointment schedules, and inventory, provide administrative support to staff and management, assist with special projects or tasks as assigned by management, including organizing office events or handling specific administrative tasks, and offer solutions to common challenges, such as managing scheduling conflicts or addressing visitor concerns

WVUM 90.5

Underwriting Director

General Manager: Josh White

University of Miami, Student Affairs

October 2018 - May 2020

Assisted in writing and reviewing scripts for broadcast news segments, ensuring clarity, accuracy, and adherence to style guidelines, lead sales team and managed all client accounts for local businesses interested in partnering with the University of Miami for all sports broadcasts, and created comprehensive informational packets that included game news, storylines, profiles, and feature ideas for digital and broadcast platforms.

GRANTS AND AWARDS

- **September 2024:** Mastering Project Management with Asana Certification, Project Management in Technical Projects Certification, Project Management Foundations Certification
- **January 2023:** Reiki Level I/II/Master Teacher Certification
- **Summer 2021:** PRIME Research Scholarship
- **Spring 2021:** National Up To Us Campus Competition Winner
- **2020- 2021:** Provost Honor Roll
- **Fall 2018:** Deans List

SKILLS AND RELATED COURSEWORK

- **Courses:** CSC120/220 Computer Programming, CSC314 Computer Organization and Architecture, CSC315 Intro to Python, CSC322 Systems Programming, CSC317 Data Structures and Algorithms, CSC200 Data Science in R studio, PSY290/390 Research Methods
- **Programming:** Python (Pandas, Numpy), Java, R, C/C++, SQL, SPSS
- **Project Management Tools:** Asana and Trello
- **Spoken Languages:** English (proficient), Spanish (familiar)
- **Design:** Adobe Illustrator, Adobe Photoshop, Adobe Premier Pro, Adobe Audition