

Jake A. Hunter

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EDUCATION

Florida State University

- ♦ Bachelor of Arts in International Affairs - May 2017
 - ♦ Degree focus in Public Administration
- ♦ Certificate in Emergency Management and Homeland Security

LEADERSHIP AND DEVELOPMENT

Florida State University Model United Nations

- ♦ **Director of Programming – Executive Board (Appointed 2016) (Member Fall 2013 - Present)**
 - Maintained responsibility for the World Affairs Program's skill development, web publishing, graphic design, external outreach, travel planning, budgeting, event planning, and human resources
 - Managed a 150+ person team, including development of public speaking, research, writing, and debate skills to compete on a highly-competitive international collegiate circuit aiding in propelling the program to a top-25 ranking among all North American universities for three consecutive years
 - Implemented innovative recruitment and training reform, including a revised system for skill development such as drafting and leading more engaging lesson plans and running intricate conference committee simulation sessions, resulting in a 50% increase in retention and three consecutive years of increased award yield
 - Attended 16 collegiate conferences and received 14 individual awards for outstanding skill in debate, public speaking, consensus building, research, and writing
- ♦ **Conference Executive Director – Regional Training Conference XXIV (May 2015 -September 2015)**
 - ♦ **Chief of Staff – Regional Training Conference XXIII (May 2014 - September 2014)**
 - Programmed and executed a large-scale international relations conference designed to engage students in a high-level discussion on global politics and current events
 - Coordinated all logistics for a multiple-day international relations conference, including accommodations for the 200 participants
 - Managed social media campaigns to advertise the event and streamline communication, which helped grow conference attendance to 400% of the previous year's
 - Performed selection, oversight, proofreading, and quality screening of submitted documents for seven conference committees, with specific attention to fact-checking and historical accuracy
 - Collected a net profit of over \$2,000 for the program, an improvement from the net loss of \$3,500 recorded in the two previous years, by monitoring and implementing appropriate budgeting and fundraising initiatives and increasing conference attendance
 - Created and maintained the conference website using Komodo Edit software, HTML, CSS, and JavaScript
 - Led multilateral working groups and meetings for a staff of 35 members, facilitating and maintaining morale, streamlining subcommittee actions, and liaising with internal and external stakeholders both leading up to the conference and during the event

Florida State University Social Science Leadership Council

- ♦ **Director of Service & Philanthropy (Spring 2014 – Present)**
 - Served as a liaison between the university's student body, Student Senate, and the Dean of the College of Social Sciences and Public Policy to plan and coordinate 28 individual events for the college's 6,000 students over the course of 3 years
 - Managed social media and publishing software to promote the Council's events via physical and online platforms
 - Spearheaded the creation and launch of the Council's online web portal, allowing the Council to better connect with and inform the student body, increasing overall viewership by 350% and event attendance by 200%
 - Founding member of the Nonpartisan Exchange Team, a branch dedicated to create programming designed to facilitate civil discussions across political ideologies, understand the personal experiences, and encourage bipartisan solutions

PROFESSIONAL AND SERVICE EXPERIENCE

Property Tax Oversight - Florida Department of Revenue

- ♦ **Analyst - Property Tax Oversight Research and & Analysis (June 2016 – Present)**
 - Conducted statistical analysis of qualitative and quantitative data on annual state-wide tax data in order to identify trends and errors in lengthy reports
 - Tasked with the creation of comparative analysis Excel Spreadsheets that incorporate elements such as pivot tables and charts, macros, VLOOKUP, and advanced formulas
 - Researched technical issues in laws, regulations, and policy guidelines, analyzing and evaluating information derived from a variety of sources, and provided recommendations based on findings
 - Drafted research reports on various topics that affect the Department including state and local elections, changes in tax law, and fluctuations in the appraised value of properties and assets
 - Managed physical and electronic information and organization, including use of SharePoint, Oracle, and SPSS
 - Assisted in the reorganization, compilation, and transition of over a decade's worth of Statewide tax data onto a new web platform that is referenced by county Tax Collectors and Property Appraisers

U.S. Congressional Campaign – Gwen Graham, Florida District 2

- ♦ **Campaign Field Organizer (May 2014 – November 2014)**
 - Handled voter registration collection in the candidate's congressional voting district, leading all 12 teams in the precinct in registration collection by 50% over the next closest team
 - Operated the campaign call center to collect vital voter statistics, garner campaign donations, recruit volunteers, and explain the candidate's platform
 - Collected data and conducted analysis with Excel to assess trends in public opinion and adjust campaign strategy, contributing to an election day victory against a two-term incumbent candidate