JACOB E. HICKS

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EDUCATION & HONORS

Emory University, Atlanta, GA   May 2020
Bachelor of Arts in Political Science, Minor in Computer Science
- **Latin Honors:** *Magna Cum Laude*
- **Academic Honors:** Pi Sigma Alpha Honor Society (President), Omicron Delta Kappa, Alpha Epsilon Upsilon
- **Other Honors:** Heart of Emory Award, Emory College Hall of Fame

PROFESSIONAL & RESEARCH EXPERIENCE

United States House of Representatives   **Washington, DC**
Legislative Intern   July 2020 – Present
- Answered phones, drafted memos, conducted appropriations research, and supported staff and other interns
- Improved constituent communications by automating the syncing of message batch information from Leidos IQ to Excel

Georgia House Democratic Caucus   **Atlanta, GA**
Legislative Intern   January 2020 – April 2020
- Trained, supervised, and supported other students as the most senior undergraduate intern
- Developed and implemented systems to overhaul legislative tracking and project assignments

United States House of Representatives   **Washington, DC**
Legislative Intern, Office of Congressman Charlie Crist   July 2019 – August 2019
- Attended CRS trainings and analyzed legislation in order to support Congressman Crist's staff
- Prepared communications on behalf of Congressman Crist's office to both interest groups and constituents

Legislative Intern, Office of Congresswoman Kathy Castor   May 2019 – June 2019
- Conducted in-depth research into a variety of policy areas and attended hearings and briefings
- Logged hundreds of constituent comments and improved constituent services by automating data entry of tour requests

Georgia House Democratic Caucus   **Atlanta, GA**
Legislative Intern   January 2019 – April 2019
- Attended fast-paced committee meetings, conducted policy research, and prepared briefings
- Analyzed and tracked dozens of pieces of legislation to allow Georgia House Democrats to make informed voting decisions
- Tracked and maintained databases of proposed legislation and policy priorities

Emory University Center for Law and Social Science   **Atlanta, GA**
Undergraduate Research Fellow   August 2018 – May 2020
- Conducted research selected for presentation to the MPSA on the impact of Twitter usage by President Trump
- Selected as one of two Political Science/Computer Science students to improve data collection and analysis practices

St. Pete Polls   **St. Petersburg, FL**
Intern   May 2018 – August 2018
- Supported both state-wide and local polls for political candidates and news organizations

LEADERSHIP & COMMUNITY INVOLVEMENT

College Council, Emory College of Arts and Sciences   **Atlanta, GA**
President   Spring 2019 – Spring 2020
- Represented 5,685 students as the President of Emory University's oldest and largest student government
- Restructured our committees and expanded our executive offices to significantly expand student support and services
- Directed and supervised the effective allocation of over $500,000 in student funds to over 200 student organizations

Student Alumni Board, Emory University   **Atlanta, GA**
Campus Outreach Chair   Fall 2019 – Spring 2020
- Led students charged with promoting the Student Alumni Association, growing social media engagement by 239%

Student Government Association Senate, Oxford College of Emory University   **Oxford, GA**
Speaker of the Senate, Sophomore Senator   Spring 2017 – Spring 2018
- Elected by other senators as the head of the legislative branch of the Student Government Association
- Created and led a Sexual Assault and Misconduct Prevention Committee to start an annual Week of Action through It's on Us

SKILLS & INTERESTS

- Proficient in Photography, Graphic Design, Java Programming, M68000 Assembly Programming, and HTML/Web Design
- Experienced in advanced uses of productivity software such as Microsoft Excel, SharePoint, Word, PowerPoint, and Outlook
- Research Interests include Political Polarization, Elections, Social Media Analysis, Law, and History