

Jack Quinn (he/him)

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EDUCATION

Georgetown University **Washington, D.C.**

B.S. in *Science, Technology, and International Affairs*, minor in *Computer Science*, GPA: 3.89/4.00. May 2024

Mandarin Language Proficiency

Spoken & written. Passed Georgetown University Walsh School of Foreign Service Proficiency Test.

Relevant Coursework

Systems Programming, Data Structures, Data Science for Climate, Network Security, Advanced Programming.

RELEVANT EXPERIENCE

Georgetown University McDonough School of Business Technology Center **Washington, D.C.**

Student Staff Manager (April '23) *September 2021-Present*

- Directed a dynamic team of 40 student staff, ensuring the Tech Center's optimal performance daily.
- Spearheaded comprehensive scheduling across various shifts, including temporary, semester-long, and holiday slots, enhancing operational efficiency for a community of over 1,500 students and staff.
- Pioneered the recruitment and onboarding process, crafting detailed training materials and leading instructional sessions while continuously brainstorming and implementing new strategies to improve Tech Center operations.

Technology Manager (April '22), Technology Consultant (September '21)

- Recruit, train, schedule, and manage a team of 30 undergraduates on software, hardware, and network operations.
- Collaborate with Chief Information Officer to ensure smooth operation of all technology within the business school.
- Troubleshoot, diagnose, and independently resolve technical problems on both Mac and Windows via the in-person and virtual tech center help desk. Provide technology setups for university-sanctioned events.

Federal Aviation Administration

Washington, D.C.

User Experience and Data Analysis Intern

June 2023-Aug 2023

- Conducted a comprehensive analysis of over 10,000 IT support tickets utilizing advanced Excel features (VLOOKUP, pivot tables) to pinpoint inefficiencies in the customer support workflow.
- Orchestrated the deployment of a ring testing methodology, selecting departments and test scenarios for piloting new systems. Led an initiative to incorporate human-centered design principles, optimizing the rollout process.

KeyCaliber (Cybersecurity Startup)

Washington, D.C.

Software Engineering Intern

June 2022-Aug 2022

- Developed and implemented a chrome extension, displayed at BlackHat 2022 Cyber Conference, which seamlessly integrates KeyCaliber insights with a client's security assets to quantify cyber risk and defend vulnerable networks.
- Analyzed KeyCaliber's application programming interface and injected relevant information into an optimized user experience built with React Javascript. Researched authorization tokens to deduce a secure app infrastructure.

Sovereign Order of Malta (Humanitarian Non-Government Organization)

New York, NY

Intern and United Nations Youth Delegate

October 2020-June 2021

- Authored and delivered address to the UN's 3rd Committee outlining new initiatives to encourage youth participation in international affairs. Drafted 10 addresses for Ambassador's presentation to the UN.
- Attended over 45 sessions of UN High-Level Meetings and prepared detailed reports outlining the material presented and its relevance to the Order of Malta's mission.

LEADERSHIP EXPERIENCE

Blue and Gray Tour Guide Society

Washington, D.C.

University Tour Guide

September 2021-Present

- Lead 75-minute biweekly tours of 30 to 60 prospective students and their families around Georgetown University.

Georgetown International Relations Club

Washington, D.C.

Chair of the Board (Elected April 2022), Treasurer (May 2021)

September 2020-June 2023

- Oversee the largest university-recognized student group on campus, with over 2,000 total members.
- Serve on the board of the Georgetown International Relations Association, a federally registered 501(c)(3) with nearly 1 million dollars in assets and oversee a top 5 nationally ranked collegiate Model United Nations team.

SKILLS AND INTERESTS

Technical: Python, Javascript (NodeJS, React), MATLAB, HTML, CSS, C++, Java, Bash, Rust, Microsoft Office.

Interests: 21st century alternative rock, NPR Tiny Desk Concerts, East Asian geopolitics, trail running, celebrity biographies.