

# Michael Kuhn

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## EDUCATION

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**Michigan State University:** Graduated May 2018

Bachelor of Science—History, Philosophy and Sociology of Science

Lyman Briggs College—*Bioethics Minor*

James Madison College—*Science, Technology, Environmental Public Policy Minor*

College of Arts and Letters—*Philosophy and Law Minor*

GPA: 3.5

**Northwestern University:** Graduated May 2020

School of Professional Studies—Data Science Boot Camp Certificate

## PROFESSIONAL EXPERIENCE

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**Census Field Manager**, U.S. Department of Commerce, Chicago, IL, Dec. 2019-Present

- Oversaw and facilitated training for over 1500 field and office operations employees
- Assured high levels of quality and progress in field operations via analysis of reports and observations
- Supervised office and in-field teams: approved time and expense, managed process, reported progress

**Research Assistant**, Ad Age, Crain Communications, Chicago, IL, Mar.-June 2019 & Oct.-Dec. 2019

- Communicated with large companies, verified affiliated ad agency networks and key brands
- Surveyed revenue of the largest ad agencies: confirmed reported figures by cross-referencing previous reports, identified anomalous reports and made cold calls to agency sources
- Compiled revenue and executive updates into the Microsoft Access database
- Exercised time management and organizational skills to multitask and communicate effectively

**Scouts BSA Camp Director**, Northeast Illinois Council, Vernon Hills, IL, Nov. 2017-August 2019

- Hired, trained and supervised staff of 60 youth and adults to facilitate diverse program for ages 11-17
- Lead projects, delegated tasks to work teams, and resolved personnel and logistical challenges
- Developed and updated Square Space website and social media
- Held previous roles with employer since 2010: Camp Commissioner, Area Director, Camp Counselor

**Electoral Fellow**, BallotReady, Chicago, IL, Sept. 2018-Feb. 2019

- Established partnerships with community organizations and influencers across the country
- Researched candidates and updated the proprietary digital candidate database
- Earned additional responsibilities: trained and supervised remote researchers

## SKILLS-ACHIEVEMENTS-ACTIVITIES

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- **Advanced Computer Proficiency:** Office365 (Excel, Word, Access, Outlook); Wix, Square Space
- **Data Science:** Excel: Pivot Tables, VBA Scripting; Statistic Modelling, Forecasting; Python: Pandas, Matplotlib, API Interactions, Social Media Mining; Web Visualization: CSS, HTML, Bootstrap, Dashboarding, JavaScript Charting, D3.js, Geomapping; SQL; Business Intelligence: Tableau; Big Data Analytics: Hadoop; Machine Learning
- **First Aid/CPR Certified**
- **CRM Software:** Help Scout
- **Management Certified:** BSA National Camp School, Resident Camp Administration 2016
- **Scouting:** Eagle Scout, Founder's Award