

To Whom It May Concern:

I write this letter to expand upon the details of my resume. My most recent experiences range from running a Scouts BSA Summer Camp, organizing civic-engagement events with community organizations nationwide, and researching revenue and networks of the largest companies in the advertising sector.

For the last ten years, I worked at a Scout camp in Northern Wisconsin. For two of those years, I directed the "Handicraft" program area where I trained staff to teach badges and created programs to engage scouts during their open time. In the last four years, I served as a camp administrator: most recently in the position of Camp Director. In this position, I hired a staff of over fifty youth and adults to support our six-week program that served over 1000 scouts. I utilized pivot tables and mail merge to manage and communicate with our registered units. Under my oversight, we twice achieved perfect accreditation from the National Camp Accreditation Program for observing all relevant national operating standards. I maintained thorough documentation of incidents and managed project, which I documented in weekly reports. Additionally, I monitored the completion and entry of our youth's Merit Badge progress. From hiring to planning our program, I kept a keen eye on our budget in Excel. Above all else, the key to our success this summer was our commitment to effective communication.

At BallotReady, my responsibilities included collecting election information for city and states across the country. My ability to turn around large project efficiently met high praise, given the time-sensitive nature of election data collection. Following the election, I performed extensive research on local governments nationwide in preparing BallotReady to inform voters for the 2019 elections. This required me to call local counties and cities to request historical records; for especially small cities, obtaining the correct contact information required serious problem solving efforts. In addition to executing my research, I established thorough documentation and developed procedures that I used to on board remote researchers smoothly and for knowledge capture. My supervision of the remote researchers consisted of frequent quality assurance checks as well as managing my team's invoices using spreadsheets and pivot tables.

Last Spring, I held a research position at Ad Age Data Center. In this position, I contacted leading advertising agencies and other major companies. Communicating with these large companies required extensive organization and task management. I also reviewed the research of the other researchers and proofread the articles based on the research. Through this position, I grew familiar with Microsoft Access and strengthened my understanding of Excel and Outlook.

I am looking forward to the next chapter in my career and hope you will consider me a worthy candidate.

Sincerely,

Michael Kuhn

mickuhn95@gmail.com

(847) 323-8376