PAOLA HUNT

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Active Top-Secret Security Clearance

Investigation: T5R, OPM, Open 2019 01 25, Closed 2019 12 13

PROFESSIONAL SUMMARY

Decorated USAF military professional leader with over 8 years of operations, training, and management experience in the intelligence career field. Highly motivated to leverage 8 years of operations intelligence technical and analytical expertise including field training, instruction and course development, intelligence collection, analysis, and reporting; analysis of behaviors and patterns. Capable of completing detail-oriented tasks with no supervision, and equally proficient in group problem solving. Proven successful manager of personnel, programs, and work schedules. Effective communicator; regularly provided weekly status reports and updates to organization's senior leadership on projects and personnel status, in addition to conducting intelligence briefs regarding mission objectives. Innovative, solutions-focused professional; designed new programs and streamlined processes. Demonstrated ability to excel under high stress environments while maintaining a calm professional demeanor. Expert proficiency in Microsoft Outlook, Word, Excel and PowerPoint, and Publicly Available Information.

SKILLS

- Active TS Security Clearance
- Program Management Experience
- Superb verbal and written communication skills
- Supervisor and Management Experience
- Adaptable and Fast Learner
- ETL using python

- Record Keeping
- Research and Data Analysis
- Specializes in Problem Resolution
- Task Management and Scheduling
- Attention to Detail
- Organizational Skills

TECHNICAL SKILLS

Excel:

8+ years of experience in spreadsheet proficiency, including functions and formulas, pivot tables, statistical analysis, numerical solutions, optimization and graphical output.

Python:

Knowledge in data types, statements, expressions, data visualization, control flows, linear regression, machine learning, extract, transform, load, and natural language processing.

Development packages: NumPy, SciPy, Pandas, Matplotlib, Seaborn, BeautifulSoup

Modeling libraries: Statsmodels and Scikit-learn

IDEs: Jupyter Notebook and Spyder

R:

Knowledge in data analysis and graphics that includes programming in R, debugging R codes, , data exploration and data visualization.
Development packages: class, ggplot2, tidyverse
IDE: RStudio

PROFESSIONAL EXPERIENCE

United States Air Force, Offutt AFB NE   July 2012 – September 2020

Managed 10-member team and intelligence production schedule: conducted quality and accuracy reviews and published products to meet timelines. Responsibilities included research, analysis, dissemination of accurate and timely intelligence to squadron-, group-, wing-, and national-level agencies. Leverage experience with Microsoft Suite – PowerPoint, Excel, Word, and SharePoint to produce and distribute information. Train and develop intelligence analysts to achieve upgrade training and polish intelligence core competencies.

- Present actionable and timely data to senior leadership utilizing PowerPoint, Excel, and other visualization tools
- Conduct in-depth technical analysis and reporting in support of national level intel
- Research, identify, and analyze program/deployment requirements
- Plan, prepare, and conduct analysis to facilitate completion of long-range planning documents and develops all aspect of functional areas of organizational support and capabilities
- Expertly used Microsoft's Outlook, Excel, Word, PowerPoint, and SharePoint daily to analyze data, write correspondence, schedule appointments, present information, and manage the division's website
- Certified Publicly Available Information analyst through USAF AMC, expert use of Dataminr and other OSINT tools

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SELECTED COURSE PROJECTS

Please refer to my Online Data Science Portfolio. There you will find academic and non-academic courses and projects that I have completed.

EDUCATION

Bachelor of Science
Maryville University, ST. Louis, MO   Current (May 2023)
Dean's Scholar   GPA: 4.00/4.00
Dual Degree in Mathematics and Data Science

Associate of Applied Science
Air University Community College of the Air Force   October 2018
Montgomery, AL   GPA: 4.00/4.00
Major: Advanced Intelligence Studies and Technology