

## JACOB D. HITT

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### SKILLS:

- Software: SQL, Tableau, Power BI, Advanced Excel and Microsoft Office Suite, Salesforce, WordPress
- Power Skills: Communication, Requirements Gathering, Presentations, Team Work
- Database Exposure: MS SQL
- Programming Exposure: Python
- Additional Skills: Dunn & Bradstreet, Editing, Events Management, Research, Hoovers, LexisNexis, Research

### PROFESSIONAL EXPERIENCE:

#### TALENT PATH – ALEXANDRIA, VA BUSINESS ANALYST

04/2019 – PRESENT

- Translating business processes, requirements and use cases to dashboards and visualizations
- Performing advanced SQL data types, schemas, views, joins, groups and querying
- Translating requirements into sustainable data models and queries
- Utilizing Data Quality, normalization, integrity, validation, system integration and data model sustainability/reusability
- Applying advanced Excel skills through Pivot Tables, V Look up, database creation and maintenance
- Utilizing experience in Tableau Server and security for creation of business standards
- Creating Tableau and Power BI dashboard design incorporating user experience industry standards

#### CHARLES KOCH FOUNDATION – ARLINGTON, VA RESEARCH ASSISTANT

07/2016 – 04/2019

- Analyzed proposals determining the relevance to the Foundation's mission and the credibility of the scholar
- Conducted market research to discover potential partners/grantees, evaluating qualifications and professional potential
- Analyzed departments quarterly performance, coordinated projects to coworkers, on-boarded new team members, managed software subscriptions and invoices, and coordinated with IT on resolving teams technical needs

#### HEWELL EVENTS GROUP – WASHINGTON, DC EVENT STAFF

02/2016 – 01/2019

Competitive Enterprise Institute Gala, LibertyCon, Susan B. Anthony List Gala

- Managed event room, including set up of projectors, computers, and PowerPoints for presenters; coordinated with hotel staff and A/V team; assisted speakers before and during presentations
- Guided conference guests to breakouts and receptions and oversaw admittance to invitation-only events (e.g., VIP receptions and speaker lounges), coordinating with security to ensure a safe environment for high-profile guests
- Collected donations and assisted with the set-up and break-down of the conferences

#### LEGAL PLACEMENTS, INC. – WASHINGTON, DC CONFLICTS RESEARCH ASSISTANT, HOGAN LOVELLS

02/2016 – 06/2016

- Identified conflicts of interest by researching corporate and conflicts databases for client and matter information, including corporate history of clients and parties related to new client work
- Maintained and updated the conflicts of interest database as needed

- Responded to conflicts of interest requests by performing searches, as well as assisted supervisor and conflicts analysts in the resolution and clearance of conflicts of interest issues

**ATLAS NETWORK – WASHINGTON, DC  
ECONOMIC RESEARCH INTERN**

**09/2015 – 12/2015**

- Supported Economic and Trade Policy Advisor in efforts to offer policy and editing assistance to Atlas Network international partners by performing research, editing, and communicating with partner organizations; topics included Kenyan Sugar Trade and Nepal Rickshaw Industry
- Assisted with economic research to prepare for Atlas' Trendsetters NYC event, tracked Liberating Asian Enterprises grants and projects' statuses, established deadlines, and researched policy impact
- Created templates for tracking grants and tables to assist with reports in MS Word, researched relevant trade policies, and converted foreign currencies based on exchange rates

**CENTER ON NATIONAL LABOR POLICY, INC.  
POLICY INTERN**

**06/2015 – 09/2015**

- Researched statistics, aggregated data in Excel and interpreted results, produced charts and graphs using Minitab, tailored statistics for target audience
- Contributed to composition of multiemployer pension reform report and editing of multiemployer pension reform report and RoySpa op-ed
- Published op-eds on the company website, and produced and published blog posts and blurbs

**ATHREON – FAIRFAX, VA  
GENERAL OFFICE ADMINISTRATOR**

**08/2013 – 06/2014**

- Allocated transcriptionists' labor in an efficient manner to ensure client deadlines were met and confirmed transcriptionists complied with contracted working hours and client requirements
- Oversaw document review, printing and encrypting data in accordance with HIPAA regulations
- Operated multiple software programs, ran and verified production reports, ensured deadlines were met

**EDUCATION:**

**GEORGE MASON UNIVERSITY – FAIRFAX, VA**  
Bachelor of Arts, Economics

**05/2015**