

# Jonathan Huang

I am an American young professional and Master's degree holder in International Relations. Strengths: trade and economics, policy analysis, writing, and program & project management. 3+ years of past work experience include: US federal, city governments, and private sector.

[huang.jonathan520@gmail.com](mailto:huang.jonathan520@gmail.com)

8a Northumberland Ave, London WC2N 5BY UK

USA (+19735703818)

UK (+447704457151)

## RELEVANT EXPERIENCE

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### U.S. Department of State

*Incoming Fall 2020 Intern, Executive Office of the U.S. Embassy, London*

London, UK

Sept. 2020 – Dec. 2020

- Beginning in September 2020, I will assist the staff directly serving the US Ambassador and Deputy Chief of Mission
- Currently pending security clearance

### London School of Economics and Political Science

*Research Assistant to Dr. Stephen Woolcock, Department of International Relations*

London, UK

Jan. 2020 – Apr. 2020

- Provided administrative, research, and advisory support to university faculty; managed scheduling, logistics, and event-planning for a speaker series reaching over 100 participants
- Served as the lead coordinator on all correspondences with high-profile guests; provided accurate and timely information to internal & external stakeholders and the international trade/commerce community in London
- Organized 22 lectures and meetings with visiting WTO officials, trade experts, diplomats, and academics

### Mayor's Office for International Affairs, City of New York

*Intern, Economic Development Section*

New York, NY

Jan. 2018 – May 2018

- Conducted research and advised senior leadership on promoting foreign investment in New York City's technology sector by providing cap-exempt H-1B visas to qualifying overseas startup entrepreneurs
- Evaluated and tracked NYC interagency programs and external partnerships with foreign municipal governments and the UN/diplomatic community to identify underperforming initiatives and recommend solutions
- Drafted blog posts, outreach emails and policy memoranda; prepared meeting minutes and internal briefings
- Provided administrative support for the Commissioner at 8 speaking engagements and meetings

### Mayor's Public Engagement Unit, City of New York

*Community Specialist, Tenant Support Unit*

New York, NY

Sept. 2017 – Jul. 2018

- Supervised 5 staff members to ensure the smooth operation of the Mayor's 2018 inauguration ceremony; provided logistical and event-coordination support for mayoral public events
- Developed job training materials to assist in onboarding procedures for 4 newly hired staff members
- Canvassed over 3,000 households to connect tenants to legal service providers, public services, and affordable housing; resolved over 70 cases in Arabic and Mandarin to help tenants avert eviction and homelessness

### Intersection (smart-cities technology company and Google subsidiary)

*Client Strategy Fellow*

New York, NY

Apr. 2017 – May 2017

- Analyzed 6 business case studies on the impact of digital technology disruptions in the retail, aviation, and real estate industries; advised team leaders on technological solutions to soften the digital-physical divide for end-users
- Identified business opportunities to create bespoke advertising solutions for clients in the US, Hong Kong, and Dubai

### HR&A Advisors (urban planning and real estate consultancy)

*Research Fellow*

New York, NY

Jan. 2017 – Feb. 2017

- Assisted in preparing 3 business development responses to external purchasers soliciting competitive bids
- Prepared feasibility studies to help major energy clients evaluate the economic and technical viability of constructing power grids valued at over \$65 million, performing research on complex business and regulatory hurdles

### New York City Economic Development Corporation

*Creative and Digital Fellow*

New York, NY

Sept. 2016 – Oct. 2016

- Researched and wrote talking points on emergent digital technologies disrupting traditional retail models for Division Head's remarks at the World Economic Forum conference, *Future of Retail for Consumer Industries* (Sept. 2016)
- Supported the development and implementation of a competitive fashion design incubator program (*Made in New York Fashion Initiative*) enabling over 48 brands to access exclusive marketing and business opportunities

- Expanded program certification levels 18% by enlarging applicant pool to over 150 designers through targeted outreach, optimizing internal databases, standardizing evaluation metrics, and streamlining certification procedure

### Coro New York Leadership Center

New York, NY

*Fellow in Public Affairs*

Sept. 2016 – May 2017

- Selected from a competitive national pool as one of 12 Fellows for a full-time, graduate-level leadership program
- Interviewed over 180 elected officials, business executives, and nonprofit leaders in New York City, and engaged in topics on public finance, transportation, housing, sustainable development, labor, health, and media
- Assisted in organizing a fundraising gala and delivered a speech to over 600 attendees to showcase the positive impact of the Coro organization, ultimately helping raise \$650,000 in donations
- Seconded to 6 organizations, including: *Intersection*, *HR&A Advisors*, and the *New York City Economic Development Corporation* (see above)

### City Council, City of Chicago

Chicago, IL

*Legislative Intern, Office of Alderman George Cardenas*

Feb. 2016 – Jun. 2016

- Analyzed land-use laws and drafted a zoning amendment to curtail unregulated commerce in a local business corridor
- Drafted talking points and advised council members before television appearances, hearings, and committee meetings

### U.S. Department of State

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*Research Intern, Office to Monitor and Combat Trafficking in Persons*

Oct. 2015 – Feb. 2016

- Monitored the impact of forced military conscription on endemic human trafficking trends in Ethiopia and Eritrea
- Wrote an analytical paper to help draft the Department of State's annual *Trafficking in Persons Report* publication

## EDUCATION

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**MSc in International Affairs**, London School of Economics and Political Science Graduating September 2020

- Completed courses: Crisis Decision-making in War and Peace, 1914-2003; Foreign Policy Analysis III; Economic Diplomacy

**MA in International Relations**, Peking University, School of International Studies Graduated June 2019

- Completed courses: International Security and China's National Defense; Energy Security (Audit); Chinese Politics and Diplomacy; China's International Political Economy; Sino-Middle Eastern Relations; International Relations of East Asia; Quantitative Methods in Social Sciences
- Thesis: *A Study on Sino-Gulf Cooperation Council (GCC) Strategic Partnerships*

**BA in Applied Linguistics**, Moody Bible Institute Graduated December 2015

- Arabic minor; studied abroad for three semesters in Jordan, Germany, and Taiwan

## LEADERSHIP

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**Class Chair** London, UK

- Postgraduate negotiation simulation program on World Trade Organization reform, (Jan.–Apr. 2020)

**Captain of Volunteer Staff** New York, NY

- [\*Inauguration\*](#) of New York City Mayor Bill de Blasio, (Jan. 2018)

**Steering Committee Member** New York, NY

- Young Professionals Leadership Council, New York Immigration Coalition, (Feb.–Jul. 2018)

**Fellowship Delegate** Palo Alto, CA

- Forum for American and Chinese Exchange at Stanford ([faces.stanford.edu](https://faces.stanford.edu)), (Oct. 2017–Mar. 2018)

## LANGUAGES and SKILLS

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Languages: English (native), Mandarin (advanced), Arabic (intermediate), French (elementary A1 Level of CEFR)

Computer: Microsoft Office (Excel, Word, Outlook, PowerPoint), SPSS, Salesforce, JIRA, Trello, Slack, Google Suite

Other: group facilitation, event planning, cross-cultural communication, presentations, public speaking, database management

## HONORS and AWARDS

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LSE Leadership Development Award (2020); LSE International History Department Language Scholarship, French (2019-20); United Nations Association Leadership Summit Scholarship (2018); *ThriveNYC* Mental Health First Aid Scholarship (2018); Featured Coro Gala Speaker (2017); HR&A Advisors Corporate Sponsorship (2017); Coro Fellowship in Public Affairs (2016–17); Moody Urban Cohort Program (2013–15)