

J. Hunt Grafe

843-461-5234

Pawleys Island, SC

grafejh@wofford.edu

EDUCATION

Wofford College, Spartanburg, SC

December 2023

Major: Spanish/Finance

GPA: 3.96

Honors and Awards: Dean's List, Wofford College Bell Ringer

EXPERIENCE

The Leroy Group, Spartanburg, SC

Project Manager

January 2022 – Present

- Coordinated the efficiency and completion of construction jobs within budget in a timely manner
- Assigned roles and responsibilities to optimize the efficiency of crew member's time
- Developed detailed project plans, including budgets, timelines, and resource allocation for each job
- Facilitated relationships between third-party contractors and vendors

Hours: approximately 25 hours per week

JH Ranch, Etna, California

Assistant Activities Director

May 2022 – August 2022

- Designed, developed, and implemented training modules and safety systems for guest facilitation
- Oversaw guest safety and satisfaction in all activity areas
- Organized and assigned daily, weekly, and monthly task-schedules for 50 college-aged volunteers

Hours: approximately 65 hours per week

Area Supervisor

May 2021 – August 2021

- Trained 40 college-age students to safely facilitate, maintenance, and manage a high-ropes course
- Supervised the high-ropes crew in the daily set-up, facilitation, and take-down of the high-ropes course
- Engaged with JH Ranch guests and facilitated the orientation and debrief of each high ropes session

Hours: approximately 50 hours per week

Construction/Landscape Technician

May 2020 – August 2020

- Performed daily mowing, edging, blowing, and landscaping responsibilities
- Remodeled multiple cabins and performed maintenance and construction responsibilities on site
- Operated heavy machinery, power tools, and lawn equipment in a safe and efficient manner

Hours: approximately 50 hours per week

SKILLS

Computer: Microsoft Excel

Language: Spanish (Advanced low)

Equipment : Power Tools, Landscaping

COLLEGIATE ACTIVITIES

Wofford Ambassador Spartanburg, SC

Sales Lead

January 2021 – Present

- Selected as one of 50 Wofford students to provide tours to potential new members of the Wofford Community
- Hours: approximately 2 hours per week

COMMUNITY INVOLVEMENT

Wofford Reformed University Fellowship (RUF)

Leadership Team

August 2021 – Present

- Planned, executed, and facilitated the semester plan for RUF outreach and ministry

Hours: approximately 2 hours per week

Worship Team

August 2020 – Present

- Developed and executed a semester plan for music and audio engineering at RUF large-group gatherings

Hours: approximately 2 hours per week

The Gathering Anglican Church

Worship Team

August 2021 – Present

- Assisted with the facilitation of music leadership and worship in the church setting