

# ADAM KLIMA

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Current Location: Fort Mill, SC

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## Professional Summary

Aspiring Information Technology Professional and U.S. Marine Corps Veteran leveraging over 6+ years as a proven leader and manager able to multi-task missions, projects, and programs placing the right personnel and resources as needed to meet internal and external requirements. Hold a comprehensive background in project management, risk mitigation, data analytics, training/development, and large-scale operational efforts. Proven ability to combine vision, ingenuity, and strong business acumen with well-developed project management and leadership qualities to support organizational effectiveness, reach, and overall expansion.

There has always been an element of data analytics in his professional environment. Very strong Excel and SQL skills but has recently learned Python and Tableau. Asked to come back to the Savvy Coders Boot Camp due to his strong technical skills, effective communication, quick learning style, and willingness to help others and continue to grow his own skillset.

## Technical Skills

Agile, Jira, Git, GitHub, Tableau, SQL, SQLite using DB Browser, Excel, Python, Numpy, Pandas, Matplotlib, Jupyter Notebooks

## Continuing Education

Savvy Coders Data Analytics + Python Boot Camp – 2023

Agile Certification through ICAgile – 2023

The Data Analytics + Python course includes basic Python programming, Excel and SQL, data analysis with Python libraries: NumPy and Pandas, data cleaning, visualization using Matplotlib, and Tableau, Business Intelligence Solutions, analysis of a business problem, and case studies with a presentation of results as a capstone project.

Savvy graduates receive an Agile Fundamentals Certification. They have demonstrated their understanding of the Agile/Scrum Methodology by presenting a final Capstone Project that embodies the methodology and project preparation. The students work in Jira, create User Stories, manage tasks and contributions to Sprints in Jira. They work in teams to plan Sprints, hold daily standups to groom the backlog, and participate in weekly Sprint Retrospectives. They work on selected user stories and keep communication flowing to ensure everyone is on the same page for the next increment of work. All project tracking is done in Jira. ***Acted as the Scrum Master for my group.***

## Professional Experience

Savvy Coders | St. Louis, MO

July 2023 – Present

### Teaching Assistant for Data Analytics + Python Boot Camp

- Attend class along with students to answer technical questions as they arise during class.
- Assist in ensuring that small groups of 3-4 students were prepared for class weekly, by providing supplemental support with homework and activities as needed.
- Help run Scrum Ceremonies (Daily Standups, Sprint Retrospectives, Sprint Planning) and offer guidance to the students when needed.

- Attend weekly staff meetings to ensure that student goals are being met, and that the curriculum is being properly implemented.
- Work in Git/GitHub (Markdown) to manage / edit curriculum updates.
- Manage Jira ticketing process for student issue tickets, working with students to resolve issues with homework, class activities, etc.
- Facilitate class previews once a month as needed to help generate interest in potential new students.

## **Print Management Company | Fort Mill, SC**

**July 2019 – July 2021**

### **High-Speed Machine Operator**

Tasked with maintaining and operating a high-speed binding machine, while leading a team of support individuals. Safely operated large printing machine that printed decals for plastic products. Ensured machine-printed decals to the highest quality standards as determined by the company.

- Conducted testing and compiled data to create production SOP that focused on both quality and quantity.
- Made recommendations for new products based on previous data I had collected or handled.
- Met production goals set by the company for the number of decals printed.
- Completed all paperwork with minimal errors before the shift was over.
- Communicated with management on current production, capabilities, and expectations.
- Trained, maintained, and inspired a team of dedicated individuals.
- Monitored operation and printing process to deliver a quality product within industry standards and established deadlines.
- Maximized production and prevented downtime by inspecting and performing preventive maintenance.

## **Shutterfly | Fort Mill, SC**

**September 2016 – July 2019**

### **Level 2 High-Speed Operator**

Operated high-speed Mueller equipment. Worked closely with management on production safety as a member of the Safety Committee and as a First Responder. Operated Mueller's Acoro, Allegro, Horauf, and Diamant machinery.

- Worked closely with quality to conduct regular testing, as well as provide testing results that were carried out independently. Afterwards met with quality to discuss findings and reach conclusions based on the data collected.
- Utilized both historic data and forecasted workload to make informed decisions on machine capabilities, presenting the data to management when asked to discuss current operational status.
- Tasked with launching new product by running tests at various machine settings, conducting testing, compiling the data, then creating the SOP based on findings from the data.
- Held a position on the EHS team and used data to formulate how responses, employee engagement, and training should be conducted.
- Performed preventive maintenance on message indicator to ensure equipment was functioning properly.
- Conducted thorough tests and inspections to determine the print quality percentage; matched and detected differences between shades and brightness specifications.
- Positioned and altered text size and arranged pages to ensure proper production of printed materials; started presses and pulled proofs to check for ink coverage and density, alignment, and registration.

## **Timeplanners | Fort Mill, SC**

**September 2015 – September 2016**

### **Knife Operator | Maintenance**

Operated and maintained a 55-inch knife machine. Built programs to fit designated sizes. Changed blades and performed timing fix on collator and tabbing machines.

- Maintained the safe and efficient usage of all equipment, while adjusting settings to ensure the accurate production of goods.
- Conducted preventable maintenance on process line and resolved production problems efficiently to minimize downtime; set up and ran a perforator.
- Assisted maintenance personnel when needed; maintained proper production numbers for inventory.

**Guard One Protective Services | Fort Mill, SC****January 2014 – September 2015****Operations Supervisor | Patrol Supervisor**

Served as second in command to the operation's manager. Maintained a weekly schedule and kept overtime below 1%. Ensured all employees understand the upcoming schedule. Maintained good relations with clientele.

- Utilized crime reports and statistics to make informed decisions and recommendations regarding individual sites.
- Relied heavily on Excel to create tables and databases that reflected employee hours, actions, schedules, fleet capabilities and maintenance status, as well as billing paperwork.
- Compiled weekly reports for each of the 40+ sites based on employees involved, noteworthy actions taken, state of property, new findings, as well as highlighting hours that were heavy traffic for the site.
- Created company performance spreadsheets and compared them to current industry standards to better understand what we did well as a company, and what we needed to improve upon.
- Charged with supervising all employees and sites, as well as providing support when requested; filled any shift that may come open without using overtime.
- Trained and evaluated new patrol and site supervisors on all duties about their position; conducted retraining per client instruction.
- Developed protocol for Verizon's Field Force Manager program upon start-up; continuously sought ways to not only improve security but also to innovate the way security was being implemented.
- Responded to alarm notifications from various clients; restocked paperwork that is vital to a post's operation.
- Utilized Excel and other Microsoft Office programs extensively to schedule employees, communicate orders with location, submit billing and payroll paperwork, as well as manage fleet capabilities.
- Responsible for over 100 employees, weekly average of 40 sites, 3,200 weekly onsite hours, scheduling, company fleet, and client retention and interaction.

**U. S. Marine Corps | Various Locations****December 2007 – October 2012****Section Leader**

Designed and implemented risk management plans from concept to completion in complex and austere environments, and formulated detailed lessons learned reports that enabled the effective sustainment of implemented risk management controls, resulting in a reduction of risk-related attrition by ~90%.

- Used data provided on current threats in the Asian Theatre to regulate actions and places visited.
- Conducted physical risk assessments of various US military installations, compiled reports on possible breaches as well as strengths.
- Responsible for managing, updating, and creating databases based off various needs. This included Marine PII, inventory, budgeting, unit capabilities, maintenance logs, educational commitments, and status of completion.
- Researched, compiled, and composed a proposition in a successful attempt to have upgrades for our simulated marksmanship trainer (ISMT) donated.
- Supervised and led an administrative team of Marines who had no previous experience.
- Educated, mentored, and created a hands-on training regiment, so that we would efficiently and effectively meet the criteria needed for mission accomplishment.
- Conducted wide-scale reconnaissance and surveillance operations and provided intelligence to the commander; worked as a member of a Team both on the ground and in-vehicle operations.
- Managed the accountability, serviceability, and maintenance of U.S. Government vehicles, weapons, and equipment valued at over \$1M while maintaining an Operational Readiness Rating of 100%.
- Monitored and identified potential security threats and maintained security of the premises; maintained protective formations during movement and operated vehicles and weapons safely.
- Devised and implemented a Standard Operations Procedure using Microsoft Word that was adopted throughout the organization; developed a training plan for military team drills and physical fitness exercises.
- Relied heavily on Excel to update unit capabilities on a unit hosted website.

**Education****University of Michigan | Intro to Python**

## Capstone Project for Savvy Coders

My capstone focuses on understanding who the people behind veteran suicides are. While many lessons were learned, it's important to understand the steps and technologies I used to come to my conclusions.

The first step was simply to collect the data. While I chose to not rely on web scraping and APIs, I was able to locate Excel spreadsheets for both national and state level data. The first issue I ran into was when I converted the sheets to .csv and tried to import them into SQLite. Upon reviewing the tables, it was noticed that none of the imports were auto populating a schema or recognizing the data types. To understand why, I began to pass the data through Python to see what was happening behind the scenes of the save. From this, I was able to learn that SQL did not like the new line command within column names.

I wrote a program that took the column names and renamed them. This also automatically exported to my SQL database so that I did not have to go back into SQL and import the .csv files that I was working on. There were a few times that had to use the `iloc()` and `drop` functions in order to correctly recognize the column names, while dropping the unnecessary row. For these programs, I relied heavily on Pandas and Sqlite3.

While in SQL, my first step was to remove all years prior to 2015. After that, I began pulling tables apart in order to rebuild them into 4 master tables that I could easily use in Tableau. Examples of commands that I used in SQL are natural left join, left join, replace, rename, set, as well as round. Through these I was also able to have SQL build columns based off mathematical equations that affected previous columns. From there I exported my master tables as .csv and then loaded them into Tableau.

For my visualizations in Tableau, I used geological maps to reflect density by state as well as year over year changes, tree maps to show differences between different groups or measurements, line graphs to compare rankings and show change over time, and pie charts to compare suicide percentages to population percentages.