

# ALEX HARTER

## IT Specialist

📍 Houston, TX (*Wanting to Relocate to DFW*)  
✉ alex.harter.tech  
🔗 AlexHarter

✉ alex@harter.tech  
🌐 alexhartertech  
📞 (940) 597-4771

## SUMMARY

Dedicated and versatile technology professional with experience in fintech, music, and education. Proven ability to quickly learn and apply a variety of technical skills combined with competent oral and written communication both as a leader and as part of a team. Passion for serving clients to solve technical problems effectively.

## EXPERIENCE

### Choral Music Specialist | November 2021 - Present

*Self-Employed*

- ↳ *Software* - Utilize publishing and audio software to create and transmit sheet music, service booklets, and recordings. Implemented morning service booklet which is now used every week.
- ↳ *Performance & Leadership* - Lead choirs in various services by singing, conducting, and giving directions in order to make services more orderly and encourage participation. Plan and lead rehearsals.
- ↳ *Education & Teaching* - Educate myself and others about musical, linguistic, and historical aspects of Ukrainian and Latin church singing through primary source documents, academic papers, lectures, and communicating with experts. Learned Cyrillic alphabet as well as old and new Gregorian and Kyivan notations.

### Data Automation Consultant | July 2022 - February 2023

*Encapture | Dallas, TX*

- ↳ *Data Extraction* - Extracted client-requested information from received documents sorted

by classification algorithms then validated and translated that data according to customer specifications.

- ↳ *Configuration of Pipeline* - Configured internal software within Amazon Web Services to receive and sort customer documents and apply appropriate automation templates at multiple stages.
- ↳ *Presentation* - Demoed in-progress pipelines to clients to present progress, ask questions, and teach how to interface with the products. Communicated internal software issues to the Product team with ideas for improvement for various clients.
- ↳ *Documentation* - Edited and contributed to documentation on Classification software for internal/client use.
- ↳ *Team-Building* - Started a book club with co-workers to improve professional and personal skills.

### Choir Teacher / Special Education Paraprofessional | September 2019 - November 2021

*Responsive Education Solutions | Founders Classical Academy of Corinth*

## EDUCATION

### CompTIA A+ - Core 1 Passed; Core 2 In Progress

### Post-Graduate Certificate in Data Science & Business Analytics | August 2023 - April 2024

*University of Texas at Austin*

- ↳ Curriculum included Python; Data Analysis with Pandas; Data Visualization with Seaborn;

Statistics with NumPy; and Machine Learning  
with SciKit Learn

**Texas Educator Content Certified in  
Music EC-12 & Special Education  
EC-12**

**Bachelor of Science in Rehabilitation  
Studies | Minor in Music |  
Cumulative GPA: 3.74**

*University of North Texas | Denton, TX | Graduated  
Magna Cum Laude December 2019*

- ↳ Coursework included Statistics, Case Management, Special Education, and Music Theory & Composition

## PROJECTS

***GregoLy - for Cantatorium (in progress)***

- ↳ Python script to convert gabc files in Gregorian notation to LilyPond in modern notation

***EasyVisa - for Data Science & Business Analytics Certificate***

- ↳ Jupyter notebook demonstrating bivariate data analysis and training machine learning models on structured data

***Abridged Sunday Matins Booklet - for St. Sophia Ukrainian Catholic Church***

- ↳ Morning service booklet including music adapted from Slavonic to English, currently used every week

## SKILLS & INTERESTS

- ↳ **Technical Skills:** 🐍 Python, 🐧 Linux, 💎 Git, Regular Expressions, Data Analysis, Machine Learning, Office Software, Publishing Software, Audio Software
- ↳ **Soft Skills:** Agile, Getting Things Done, Personal Information Management, Project Management, Teamwork, Communication, Attention to Detail, Problem Solving, Customer Service
- ↳ **Interests:** 🍷 Emacs, 🎮 Music Theory, 🥋 Karate