

Max Bartlett

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EDUCATION

Duke University

Durham, NC

Bachelor of Science in Computer Science; Minors in Religion, Arabic

August 2016 - May 2020

- GPA: 3.389 / 4.000
- **Technical Skills:** Java, C, R, Lisp, Assembly, Git, UNIX, L^AT_EX

ACADEMIC EXPERIENCE

Duke University

Durham, NC

Undergraduate Teaching Assistant

August 2018 - Present

- CS190: Foundations of Data Science (Fall '18) and STA199: Introduction to Data Science (Spring '19)
- Hold office hours and answer questions to improve student understanding
- Assisted in teaching a two-day R programming workshop for MBA students

Duke University, Department of Computer Science

Durham, NC

Undergraduate Research Assistant

May 2018 - June 2018

- Researched data science pedagogy and collaborated with professors in creating new introductory course
- Built an R shiny app displaying trends in Duke undergraduate student demographic data
- Presented findings to faculty to increase retention in STEM from traditionally underrepresented groups

WORK EXPERIENCE

Farm Sanctuary

Watkins Glen, NY

Human Resources Intern

July 2018

- Increased productivity by programming VBA and R scripts to automate Microsoft Office operations
- Cut costs by recommending new HR technologies to department head
- Improved outreach operations by updating donor database

Justice Center for Legal Aid

Amman, Jordan

DukeEngage Intern

May 2017 - August 2017

- Assembled a detailed list of international aid organizations with a presence in Jordan
- Researched each organization and developed a 70-page partner map
- Reached out to these organizations to begin partnerships, expand outreach, and secure new grants

LEADERSHIP EXPERIENCE & ACTIVITIES

Duke CommuniTEA

Durham, NC

Tea Culture Committee Member

January 2019 - Present

- Host regular TeaGather events where students can drink tea and socialize
- Perform tea ceremonies using traditional tea sets
- Attend weekly meetings to discuss tea culture and plan future programming

Duke INJAZ

Durham, NC

Volunteer

January 2018 - Present

- Provide ESL instruction to Iraqi and Syrian-Kurdish refugees
- Establish relationships with refugees to help them become acclimated to the United States

Duke University Marching & Pep Band

Durham, NC

Treasurer

August 2017 - May 2018

- Managed band budget, collected dues, and organized social events for 100+ members
- Mentored new band members through their first year at Duke

Other Affiliations: JAM!, Hoof 'n' Horn, PAWS, Close-Knit, Duke University Jazz Ensemble, Project WILD

SKILLS & INTERESTS

Languages: Arabic (Limited Working Proficiency)

Interests: The Middle East, Veganism, Jazz Saxophone, Yoga, Inline Skating, Tea