Max Bartlett

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EDUCATION

Duke University   **Durham, NC**
Bachelor of Science in Computer Science; Minors in Arabic, Religion   August 2016 - May 2020
- **GPA:** 3.340 / 4.000
- **Relevant Coursework**: Linear Algebra, Software Skills, Data Structures and Algorithms, Computer Architecture, Introduction to Data Science, Software Design and Implementation

WORK EXPERIENCE

Duke University   **Durham, NC**
Undergraduate Teaching Assistant   August 2018 - December 2018
- Assisting with two courses, Foundations of Data Science and Data Analytics for Business
- Holding office hours and answering student questions

Farm Sanctuary   **Watkins Glen, NY**
HR Intern   July 2018
- Programmed VBA and R scripts to automate Microsoft Word and Excel operations
- Researched options for new HR technologies and made recommendations to department head

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
- Visualized and analyzed Duke undergraduate student data from 2007-2017
- Made suggestions to faculty to increase retention in STEM from traditionally underrepresented groups

Justice Center for Legal Aid   **Amman, Jordan**
DukeEngage Intern   May 2017 - August 2017
- Constructed a database 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 PAWS (Promoting Animal Welfare Through Service)   **Durham, NC**
Shelter Volunteer Coordinator   September 2018 - Present
- Work with local animal shelters in arranging volunteer training and transportation for student volunteers
- Volunteer weekly with the Orange County Animal Shelter by socializing cats and walking dogs

Duke INJAZ   **Durham, NC**
Volunteer   January 2018 - Present
- Establish relationships with Arabic-speaking refugees in the Research Triangle
- Facilitate cross-cultural communication by assisting refugees with English while improving my Arabic

Duke University Marching & Pep Band   **Durham, NC**
Treasurer   August 2017 - May 2018
- Managed band budget, collected dues, and organized three social events for 100+ members
- Mentored new band members through their first year at Duke

Other Affiliations: Hoof 'N' Horn, Duke CommuniTEA, Duke University Jazz Ensemble, Project WILD

SKILLS & INTERESTS

Languages: Arabic (Limited Working Proficiency)
Technical Skills: Java, C, R, Lisp, Assembly, Git, UNIX, LaTeX
Interests: The Middle East, Animal Rights, Jazz Saxophone, Yoga, Inline Skating