

# Max Bartlett

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## EDUCATION

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### 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

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### 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

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### 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

### DukeEngage Jordan

Mafrq, Jordan

*Volunteer*

June 2017 - July 2017

- Collaborated with a local nonprofit and Syrian refugees to identify the needs of the community
- Deployed \$3000 of aid by replacing contaminated water tanks, distributing clothes and toys, and providing direct-cash assistance to women in the community

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

## SKILLS & INTERESTS

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**Languages:** Arabic (Limited Working Proficiency)

**Technical Skills:** Java, C, R, Lisp, Assembly, Git, UNIX,  $\text{\LaTeX}$

**Interests:** The Middle East, Animal Rights, Saxophone, Yoga, Inline Skating