Max Bartlett

http://maxbartlett.com

(480) 861-9728 — maxwell.bartlett@duke.edu

EDUCATION

Duke University   **Durham, NC**
B.S. in Computer Science; Minors in Arabic, Religion   August 2016 - May 2020

- **GPA:** 3.3 / 4.0
- **Technical Coursework**: Linear Algebra, Software Skills, Data Structures and Algorithms, Computer Architecture, Introduction to Data Science

Chaparral High School   **Scottsdale, AZ**
- **GPA:** 3.9 / 4.0; **SAT:** 790 Critical Reading, 770 Math, 730 Writing   August 2012 - May 2016
- **Honors:** National Merit Finalist, AP Scholar with Distinction

WORK EXPERIENCE

Duke University, Trinity College of Arts & Sciences   **Durham, NC**
Writing 101 Undergraduate Teaching Assistant   January 2018 - Present

- Work closely with a small number of students to improve writing skills

Justice Center for Legal Aid   **Amman, Jordan**
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, proposing a number of ways in which the JCLA can partner with these organizations
- Wrote email templates for use in reaching out to these organizations
- Proofread English translations of Arabic interviews with clients

LEADERSHIP EXPERIENCE & ACTIVITIES

Duke INJAZ   **Durham, NC**
Volunteer   January 2018 - Present

- Meet weekly with Arabic-speaking refugees in the Research Triangle to create bonds by exchanging language and culture.

Orange County Animal Shelter   **Chapel Hill, NC**
Volunteer   January 2018 - Present

- Volunteer weekly by walking dogs and socializing cats

Duke University Marching & Pep Band   **Durham, NC**
Treasurer   August 2017 - May 2018

- Manage band funds, collect dues, and organize social events
- Act as a leader for new band members

DukeEngage Jordan   **Mafraq, Jordan**
Volunteer   June 2017 - July 2017

- Worked with a local nonprofit to meet with Syrian refugees and discuss their needs. Installed water tanks and computer equipment and provided clothes and toys for Syrian children

SKILLS & INTERESTS

Languages: Arabic (Limited Working Proficiency)
Technical Skills: Java, C, R, Git, UNIX, LaTeX
Interests: The Middle East, Animal Rights, Saxophone, Hiking, Rollerblading