

# ADAM HARTZ

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## PROFESSIONAL SUMMARY

- Strong problem-solving, idea-clarification, and requirements-gathering skills
- Energetic team collaborator, ability to quickly pick up new technical skills

## TECHNICAL SKILLS

- Python, including OOP and functional design
- Django, REST API framework
- Data analysis/simulation with Matplotlib, pandas, Scikit-Learn, NumPy, SciPy, IPython Notebook, Excel
- Testing with nose, unittest, pytest, mock
- Regex
- HTML5, CSS3
- Git and GitHub
- Unix, OS X, Windows
- Photoshop, InDesign, Illustrator
- Heroku, Travis-CI
- Familiarity with Bash scripting, AWK, PostgreSQL, SQLite3, XML, XSLT
- Past experience with C, C++, Java, JavaScript, Ruby

## SELECTED EXPERIENCE

### The Iron Yard Academy, Final Project ([www.brew-keeper.com](http://www.brew-keeper.com))

Durham, NC

Python Developer

November 2015

- Invented, pitched, and served as project manager for Brew Keeper, a mobile-first web app for coffee brewers
- Used Agile development method and Trello to manage project: daily 9AM standups and 5 distinct sprints
- Developed API, implemented custom logic, token authorization, Heroku deployment, Travis-CI integration
- Designed mockups for recipe list, recipe view, and “brew it” pages using InDesign and Illustrator

### Duke University Medical Center Department of Anesthesiology

Durham, NC

Administrative Coordinator

August 2012–October 2015

- Capture, prioritize, and manage the high volume of projects coming through the Chair’s office
- Coordinate key players to drive departmental priorities to completion (e.g., performance reviews, reports for institutional leadership, compliance issues)
- Manage faculty promotion process and draft letters of support
- Edit and proofread departmental communications and documents (e.g., announcements, marketing materials, letters of support, contracts, manuscripts)
- Create powerful Excel solutions for donation tracking, scheduling, progress tracking, budgeting, and more

### Duke University Press (DUP)

Durham, NC

Journals Production Coordinator

April 2008–August 2012

- Completed several technical projects: interactively dynamic PDF forms; reports for division-wide database; XSLT to output NLM-compliant XML metadata from raw InDesign XML; JavaScript-based InDesign scripts
- Presented InDesign XML-out solution I created at 2010 AAUP meeting as part of conference schedule
- Simultaneously managed production of up to eleven scholarly journals from manuscript submission through printing/electronic distribution
- Built and maintained strong long-term working relationships with editorial offices, internal staff, and vendors
- Provided wide-ranging technical assistance to colleagues and others as needs arose

### David Milling Architects

Ann Arbor, MI

Office Manager and Marketing Assistant

April 2004–May 2007

- Created databases using MS Access to fit areas of need that I identified, including managing a complex contact list, office supplies, and resumes
- Scanned, color corrected, cropped, and digitally enhanced hundreds of slides and photographs for marketing use; created several complex Photoshop actions to efficiently process images

## EDUCATION

### The Iron Yard Academy

Durham, NC

Python Developer

August 2015–November 2015

- 70–80+ hours per week, completed all assignments and had highest completion frequency of “hard mode”
- Data cleaning and analysis with pandas; Monte Carlo simulations; machine learning using linear regressions, Bayesian models, and decision trees (both supervised and unsupervised models)
- Built 5 complete Django sites—2 of which were APIs; features include: pagination, reducing database query time by prefetching related fields, Bootstrap 3 integration, RESTful API design

### University of Michigan

Ann Arbor, MI

Bachelor of Science in Electrical Engineering

December 2001

- GPA: 3.43/4.00
- Coursework included C and C++