Max Hartline

Halifax, NS | (902) 317-4421

maxhartline99@gmail.com | linkedin.com/in/maxhartline | github.com/maxhartline

Projects

Rock Paper Scissors Game

 A text-based rock paper scissors game written in Python where the user plays against the computer.

Paint Shop Calculator

- This Python program calculates the amount of paint needed to cover the walls of a room.

Calculator

- Calculator written in Python that can perform addition, subtraction, multiplication, and division.

Portfolio Website

- Crafted with HTML and CSS, this portfolio website showcases experience and achievements

Technical Skills

Programming Languages: Python, PowerShell

Web Development: HTML, CSS, Wix

Database Technologies: SQL, MariaDB, DataGrip

Version Control: Git, GitHub

Software Development Methodologies: Agile, Scrum

Networking and Security: Network administration, cybersecurity fundamentals, troubleshooting

Operating Systems: Windows, Linux

Productivity Tools: Microsoft 365, Google Workspace **Data Analysis**: Sales report analysis, trend identification

Work Experience

Cook October 2023 - Present

Salvatore's Pizzaiolo Trattoria | Halifax, NS

- Collaborates closely with kitchen staff to optimize workflow, efficiently manage multiple tasks, and consistently provide exceptional customer service, fostering a positive dining experience for patrons.
- Deploys effective communication skills to coordinate tasks seamlessly and swiftly adapt to new recipes, techniques, and equipment, ensuring smooth operations and maintaining high standards of quality and service.
- Applies problem-solving skills to quickly resolve challenges and optimize food preparation and delivery processes, ensuring optimized productivity, consistency, accuracy, and resource utilization.

Insurance Agent

January 2023 - August 2023

Admiral | Halifax, NS

- Effectively conveyed complex insurance products and policies to diverse clientele, ensuring customer satisfaction and retention by tailoring solutions that aligned with individual needs and risk profiles while driving revenue growth.
- Demonstrated proficiency in utilizing various industry software and productivity tools including Windows, Microsoft 365, Guidewire InsuranceSuite, and a VoIP softphone, showcasing Excel skills for entering and analyzing data.
- Managed client accounts, processed payments, and ensured accuracy of data and banking information in accordance with data protection guidelines, highlighting meticulous attention to detail in identifying and rectifying discrepancies.

Customer Experience Representative

March 2021 - June 2021

Indigo - Chapters | Halifax, NS

- Analyzed sales reports on an hourly basis, identifying trends and opportunities for improvement and communicating findings to the team, facilitating data-driven decision-making and optimizing sales strategies
- Cultivated strong customer relationships and increased loyalty and revenue by applying in-depth product knowledge, highlighting current promotions, and encouraging enrolling in our membership program
- Demonstrated attention to detail and organizational expertise in tracking inventory levels, processing online orders, and managing returns, upholding customer satisfaction standards and streamlining operational processes

Certifications

IBM SkillsBuild

- Artificial Intelligence Fundamentals

French Ministry of Education

- DELF B1 French Language Certificate