

# MAX MITTLEMAN

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## PROFESSIONAL EXPERIENCE

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**Iconic! Promotions Inc. – Operations Manager** San Diego, 2016 – 2020

- Managed day-to-day operations of promotional products business including order processing, vendor communications, and order review for delivery to clients
- Analyzed daily priorities and general tasks to create a schedule that maximizes speed of delivery and efficient connection with customers
- Recommended changes in business strategy to management through daily reports and customer feedback analysis
- Researched popular promotional products to include in the company catalog
- Helped create social media content to assist with growth strategy through interactions which increased web traffic to the company website by 50%

**Eastridge Workforce Solutions – Computer Engineering Intern** San Diego, May 2019 – Aug. 2019

- Refurbished the structure of company website to strongly advertise workforce services for consumers and clients
- Made crucial design choices that created a more modern, uniform look for the website, including page layout and working components that used React.js and Tailwind CSS
- Facilitated communication between project managers and supervisor to evaluate important goals and deadlines for certain tasks
- Wrote JSON files to organize location data, service offerings, and contact information for 20 company branches
- Designed locations page and integrated Google Maps to provide a seamless view of company growth

**Camp Hess Kramer – Senior Counselor** Camarillo, 2017 – 2019

- Coordinated daily activities for 70 third and eighth-grade campers over two four week sessions
- Planned and executed special programming that impacted campers of all ages
- Helped transition locations after California fires from Malibu to Camarillo

## EDUCATION

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**University of Michigan - College of Literature, Science, and the Arts** Ann Arbor, Sep. 2018 – Present

*Bachelor of Arts in Economics with Minor in Complex Systems, Expected May 2022*

- GPA: 3.13; Relevant Coursework: Microeconomics, Statistics and Data Analysis, Data-Oriented Programming, Programming and Introduction to Data Structures
- Member of Kappa Theta Pi, a professional technology fraternity that organizes direct company engagement, networking and industry events, mentor programs, and workshops
- Vice President of Internal Relations for Big Ticket Productions, incoMing New Student Mentor, Michigan Community Scholars Program Alumni, University of Michigan Hillel's jNET fellow

## ADDITIONAL INFORMATION

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- Proficient in Microsoft Office, G Suite, R, Adobe Illustrator, SQL, coding languages Python and C++, software development programs GitHub and Visual Studio Code
- Basketball buff/Intramural basketball starter, owner of 3 Fantasy Football teams, avid concertgoer