

Max Bartlett
480-861-9728 — maxwellmbartlett@gmail.com

EDUCATION

Duke University
B.S. in Computer Science

Durham, NC
August 2016 - May 2020

Chaparral High School

Scottsdale, AZ
August 2012 - May 2016

- **GPA:** 3.9 / 4.0; **SAT:** 2290
- **Honors:** National Merit Finalist, AP Scholar with Distinction

WORK & LEADERSHIP EXPERIENCE

Duke University Marching & Pep Band
Treasurer

Durham, NC
August 2017 - May 2018

- As treasurer of the Duke University Marching & Pep Band, I am responsible for managing finances and organizing certain band social events.

Justice Center for Legal Aid
Intern

Amman, Jordan
May 2017 - August 2017

- During my time with the JCLA, I worked with the fundraising team to develop a partner database, improve tools for outreach, and proofread English documents. The JCLA is currently using this work to develop new partnerships, expand their outreach, and secure new grants.
 - Database & Partner Map
 - * 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.
 - Proofreading Client Interview Transcripts
 - * Proofread English translations of Arabic interviews with clients.

SKILLS, ACTIVITIES & INTERESTS

Languages: Arabic (Elementary Proficiency)

Technical Skills: Java, C, UNIX

Activities: DukeEngage, Project WILD, Duke FOCUS Program, Duke Jazz Ensemble, Duke Marching & Pep Band

Interests: The Middle East, Animal rights, Jazz and hip-hop music, Rollerblading