

ADAM K. CLIFTON

[LinkedIn Profile](#)

Email: adamkclifton@gmail.com

[Web-Portfolio](#)

[GitHub Profile](#)

SUMMARY

Thorough and ambitious professional aspiring to develop a long-term career in the field of technology. I have the proven ability to work well under pressure, independently or as part of a team, meet deadlines, display strong critical thinking and troubleshooting skills while demonstrating exceptional work ethic, and consistently surpassing performance expectations. I communicate effectively and personably with both coworkers and clients. I employed information management and system troubleshooting techniques in my office to resolve problems in response to colleague's technical and software/hardware related issues. I graduated with a Bachelor of Science in Software Engineering at Arizona State University in May 2021. I continue to build on my knowledge of programming logic, design process and patterns, structure implementation, software/system analysis, agile and scrum, and quality assurance. I have a sincere interest and passion for technology and am committed to expanding my knowledge and expertise in the ever-evolving field.

PROJECTS

SENIOR CAPSTONE PROJECT: RETROSPECTIVE TOOLKIT

Web Application Development: Website: <https://retrotoolbox.herokuapp.com/>

Source Code: https://github.com/akclifto/Retrospective_Toolkit

- Deployed a full-stack web application used as a training tool to enhance Agile workflow and team development. Team-based, project sponsored by State Farm. Developed with JavaScript/ReactJS, Node Express, integrated Amazon AWS CDN, hosted with Heroku web-services.
- Unit and Integration Testing Tools: Enzyme, Jest, Supertest, and React-testing-library. Additional tools include NPM, Yarn, Webpack, and Babel.
- Team-oriented communication that utilized regular stand-ups, weekly planning, refinement, and retrospective meetings with project sponsors.

DISTRIBUTED MEDIA PLAYER

Desktop Application Development: Raspberry PI "server" and client desktop GUI application.

Source Code (Java): <https://github.com/akclifto/MediaPlayer>

Source Code (C++): <https://github.com/akclifto/MediaPlayercpp>

- Developed a media player that interacted with an external server to relay and manipulate information via API and skeleton/stub calls between client and server. Two versions implemented with same functionality, in Java and C++. Developed in Linux Debian and Ubuntu environments.
- Developed with Java, C++, made use of sockets, threads, and protocols. Database simulated with JSON and XML, built JSON serializer/de-serializer in Java and C++.
- Additional tools included Curlpp, Ant, and third-party API integration with OMDb API.

PERSONAL WEB-PORTFOLIO

Web Application Development: Website: <https://adamcliftonportfolio.azurewebsites.net/>

Source Code: <https://github.com/akclifto/PortfolioWeb>

- Deployed personal web-based portfolio to highlight resume, skills, and attributes using common web development tools and languages.
- Designed and implemented with C#, ASP.NET, JavaScript, and HTML/CSS.
- Strengthened fundamentals and development with ASP.NET, C#, and SoC and MVC implementation.

PROFESSIONAL EXPERIENCE

DEPARTMENT OF JUSTICE

United States Attorney's Office | District of Arizona

Lead Legal Assistant (GS-8)

December 2014 – May 2020

Full-time: 40 Hours per Week

Supervisor: Mary Simeonoff (602-514-7550)

- Deliver training and guidance to section staff. Exercise sound, working knowledge of unit priorities, goals and objectives, and work across boundaries to cooperate with internal and external groups to achieve objectives.
- Maintain projects and analyze electronic databases and directories: CaseMap, LIONS, CaseView, Microsoft Access, Microsoft SharePoint, IPRO, and Microsoft Excel. Proficient with Microsoft Office and Adobe Acrobat Professional. Assist in special work projects: bolster software technology improvements including the facilitation of USAfx, a cloud-sharing service. Perform hardware and software installation and maintenance and provide user support of known hardware and software systems, diagnose, and resolve problems in response to reported colleague incidents.
- Provide direct legal administrative services in the fast-paced criminal division. Includes prepare and review of technical legal documents, trial materials, maintain supplies and equipment, records, office hardware and software.

Contract Legal Assistant

August 2011 – May 2014

Full-time: 40 Hours per Week

Supervisor: Mary Finlon (602-514-7733)

- Provide legal administrative services for attorneys and support staff in the civil division at the United States Attorney's Office in areas of medical malpractice, defensive torts, bankruptcy, and affirmative civil enforcement. Handle office automation and technology software and hardware assistance.
- Analyze and organize large discovery projects, medical releases and subpoenas, and a wide variety of legal pleadings and documents. Research with a variety of legal sources: Westlaw, Lexis-Nexis, public records, court records, profile background checks.
- Develop guides: IPRO E-Scan-IT and IPRO Viewer for internal use.

Student Clerk

September 2010 – August 2011

Part-time: 20-40 Hours per Week

Supervisor: Mary Finlon (602-514-7733)

- Provide support services for up to 15 attorneys and nine support staff.
- Office automation: technology hardware, software, and equipment, Microsoft Office, mail production, reproduction, records, and communication software services for reception.
- Administrative support: clerical tasks, office inventory management, reorganization, space management, case information management, and courier services.

PAK & MORING PLC

Paralegal Specialist

June 2014 – December 2014

Full-Time: Salary

Supervisor: Thomas Moring, Esq. (480-444-9999)

- Provide technical, advisory and support assistance to four staff attorneys whose caseload included personal injury, bankruptcy, insurance claims, and real estate. Examine and prepare legal documents, handle support service functions, and provide support in information management and maintaining network architecture and infrastructure.
 - Manage all office equipment, including installing, configuring, troubleshooting, and maintaining customer hardware and software, and resolving any hardware/software interface and interoperability problems. Assist in monitoring functionality, security, and integrity of internet services.
 - Creation and management of in-house database for case information: two-hundred fifty (250) active cases. Implement policies and procedures to ensure information system reliability. Coordinate with clients, opposing counsel, medical providers, claims examiners and agents, expert, and lay witnesses.
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EDUCATION

Arizona State University

May 2021

Software Engineering, Bachelor of Science, Ira A. Fulton Schools of Engineering
GPA: 3.90 out of a maximum of 4.0

University of Arizona (UA Outreach/Professional Development)

April 2013

Paralegal Certificate

University of Phoenix

March 2011

Psychology, Associate of Arts
GPA: 3.73 GPA out of a maximum of 4.0

ADDITIONAL INFORMATION

- Code, test, debug, review, and document applications, Agile/SCRUM SDLC Process, Kanban
 - Strong, growing knowledge of Java, C/C++, C#, SQL, XML, HTML, and JSON, and JavaScript/Node/React
 - Automation: Microsoft Office, SharePoint, Visual Studio, IntelliJ, Git, GitHub, Gradle, PLPTool, Logisim, and MATLAB
 - Enjoys: Hiking, Biking, and Building Computers
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PROFESSIONAL REFERENCES

Professional references available upon request.