**Michael Brima**

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***Education:***

**Bachelor’s Degree of Science in Industrial Engineering** May 2021

University of Massachusetts Amherst, Amherst, MA

* Academic Programming and Data Analysis Experience:
  + Developed webpage of this entire resume using HTML code and CSS effects.

Link: https://github.com/Michaelbrima/MyResumeProject/

* + Developed code in SQL to find the best smartphone by brand based on website data from 2019 and displaying results in Tableau.

Link: https://github.com/mnbrima/DACSS601/tree/main/SQL/BusinessData

* + Developed code to calculate the statistical probabilities of a company’s 5-year stock price performance data (from a Microsoft Excel .csv file).

Link: https://github.com/mnbrima/DACSS601/tree/main/Mini-Project3(MIE380)

* + Developed a python algorithm to find the optimal production schedule for a company

Link: https://github.com/mnbrima/DACSS601/tree/main/Problem9-33(MIE379)

**Bachelor’s Degree of Business Administration in Accounting** In Progress

Fitchburg State University, Fitchburg, MA

***Work Experience:***

Accounts Payable Clerk May 2023 – August 2023

Gordons Fine Wines and Liquors, Waltham, MA

* entering 500 invoices per week for $2000.00 transactions into NetSuite and paying them by mailed check
* filing invoices by company and by date

Contractor With KBW Financial Staffing October 2022 - May 2023

* Billing Specialist (DPS Group Global - Framingham, MA)
  + sending hundreds of dollars of invoices to clients by email and uploading them to client sites online
  + Verifying employee timesheets
* Billing Specialist and Business Operations Associate (Toast, Incorporated. - Boston, MA)
  + Sending out tax forms like 1099ks and W9s as well as making corrections to them
  + Verifying thousands of dollars of transactions for clients of a software company through QuickBooks
  + Creating hundreds of shipping invoices per month for amounts as high as $500
  + Turning on the payroll of multiple companies enrolled in a service

Contractor With Robert Half October 2021 - October 2022

* Accounting Clerk (Cumberland Farms - Westborough, MA)
  + Entering lottery ticket information from the online records of convenience stores across the U.S. into Excel
  + Creating reports of the financial records of lottery tickets sold across the U.S. in Excel
  + Using V-lookups in Excel to ensure that thousands of dollars of inventory and revenue is accounted for
* Data Entry Clerk (Heywood Hospital - Boston, MA)
  + Entering in patient information into Google sheets, such as visit information, care providers and insurance
* Bookkeeper – (Rudy, Cassidy and Foster, LLC - Framingham, MA)
  + Entering in thousands of dollars of company business trip information into Excel

Contractor With Complete Staffing Solutions October 2020 - January 2022

* Data Entry Clerk (Trans Core -Auburn, MA)
  + Sorting through and marking down multiple entities in large data sets

***Technical Skills:***

* Microsoft Word, Excel (V-lookups and Pivot tables), and other Office programs
* Java, Python, SQL and R, Tableau, HTML, and CSS
* QuickBooks, Salesforce