Ivan Mata

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EDUCATION

Boston University Boston, MA
Master of Science in Computer Science *Sep. 2021 – May 2023*
- **Grades**: Dean's Honour Roll

Boston University Boston, MA
Bachelor of Arts & Science in Computer Science and Linguistics *Sep. 2017 – Jan. 2021*
- **Scholarships**: Dineen Memorial Scholarship, Charles Marion Crook Scholarship

EXPERIENCE

Technical Administrative Specialist | *JavaScript, Google Apps Script, AppFolio* Oct. 2023 – Present
Real Estate Management & Investment LLC *Boston, MA*
- Streamlined tenant information management by inputting and updating data in both physical and digital filing systems, resulting in enhanced accuracy and accessibility
- Automated document creation by developing Google Scripts, reducing manual effort by 90% and reducing the time spent generating tenant and lease documents by 95%
- Enhanced property maintenance reporting by assisting in apartment inspections and creating detailed reports, leading to quicker identification and resolution of maintenance issues
- Optimized unit status updates by utilizing Google Sheet equations, improving tracking efficiency and reducing errors by 20%, resulting in a more accurate and timely update of available, renewed, or sublet units

Teaching Assistant | *Git, Android Studio, XML, Java, Kotlin* Sep. 2022 – Dec. 2022
Boston University *Boston, MA*
- Reviewed and graded code in submitted applications, providing students with constructive feedback, which improved their coding skills and understanding of course material
- Collaborated with the professor to discuss student progress and address any concerns or questions about individual students' performance, ensuring tailored support for each student
- Managed the course Piazza (learning management system) by posting updates and answering student questions, facilitating effective communication and enhancing the overall learning experience

Internal Sales Assistant | *Follow Up Boss, YouGotListings* May 2019 – Aug. 2019
The Agency Texas *Cypress, TX*
- Served as the first point of contact for customers inquiring into real estate sales in major markets including San Antonio, Austin, and Houston, handling over 50 inquiries per week
- Ensured accuracy in contact information and real estate budget for every inquiry by administering metadata, resulting in improved data reliability
- Enhanced customer efficiency by recommending alternative listings within customer parameters (location, interest rates, budget), which improved customer satisfaction ratings by 15%

PROJECTS

Personal Website | *React, JavaScript, CSS* May. 2024 – June. 2024
- Developed a personal website to showcase projects, highlight skills, and list contact information, enhancing online professional presence
- Github repo: $https://github.com/imata18/portfolio-homepage$

Gender Bias in LLM | *Python, LLM, Transformers, Tokenizers, HONEST Metric* Nov. 2022 – Dec. 2022
- Analyzed gender biases in two large language models (BERT and BART) with a team, providing insights into model behavior
- Constructed templates for negative and positive sentences, aiding in consistent data analysis
- Implemented unmasking process by adding a "[MASK]" token to sentences, and saved the results for comprehensive bias evaluation.
- Github repo: $https://github.com/imata18/gender-bias-in-LLM$

Meet4Sho | *Java, Git, XML, Firebase, Ticketmaster API, MovieGlu API, Yelp API* Mar. 2022 – May 2022
- Developed an Android app to facilitate meetups among people with similar interests, enhancing social interaction.
- Led as scrum master, scheduling team meetings and ensuring project met deadlines, improving team efficiency
- Resolved frontend roadblocks and communicated with API providers
- Github repo: $https://github.com/imata18/Meet4Sho$

ATM/Bank Simulation | *Java, Swing, HTML, SQLite* Nov. 2021 – Dec. 2021
- Built a banking system with a team, enabling functionality for both managers and customers, simulating real-world banking operations
- Designed reusable GUI pages for easy navigation, enhancing user experience
- Integrated SQLite JDBC Driver to create databases for user login credentials, account statements, and balances, ensuring secure data storage
- Github repo: $https://github.com/imata18/ATM\_Banking$

SKILLS & ABILITIES

Programming Languages: Java, Python, C++, SQL, JavaScript, HTML, XML, Kotlin
Frameworks: React, Node.js, Ruby on Rails
Developer Tools: Git, Visual Studio Code, Eclipse, Android Studio, Google Apps Script, Unity, Praat
Concepts: Object-Oriented Programming, Data Structures and Algorithms, Mobile App Development, Agile Methodology, Computational Linguistics, Artificial Intelligence, Scrum
Libraries: pandas, NumPy, Matplotlib, OpenCV, MATLAB, TensorFlow, Transformers
Languages: Native fluency in English and Spanish